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ABSTRACT

Designed as supplemental material to on-going instruction in the vocational program, this teacher's manual to the Allied Health series is intended to accompany three dictionary booklets (available as CE 024 407-409) for use by handicapped students to help them master the core vocabulary taught in the trade. Information presented in the manual includes an introduction to the materials, student outcomes, teaching suggestions, an alphabetical index to the vocabulary taught in the series, and use of the materials. Answer keys are given for the activity sheets and check-up pages which accompany each of the fourteen lessons in this set. "Master" copies of the activity sheets and check-ups are also provided. Informative materials on Project HIRE which developed these materials, occupational information, and an annotated bibliography of selected materials are appended. This is one of five series of materials developed by Project HIRE. The two-volume final report of the project is available as CE 024 117 and CE 024 118. See Note for the other series.) (YLB)

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Allied Health Teacher's Manual

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Project HIRE

CE 024 406

U.S. DEPARTMENT OF HEALTH,
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TEACHER'S MANUAL

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TEACHER'S MANUAL

I. INTRODUCTION

In our modern technological society, the beginning worker must master the core vocabulary of the job in order to communicate effectively with fellow workers, employers and customers. Many learning handicapped students have problems learning the language of the trade and thus may experience difficulty or even failure on the job. The purpose of this series of modules is to assist the learning handicapped student to master this core vocabulary.

The materials in this series were developed by interdisciplinary teams of vocational teachers, special education teachers and university faculty. The materials have been field-tested and refined. They are designed to help students who have learning problems master the core vocabulary of a specific vocational area. The modules are not intended to teach the student how to perform a task. They are meant to familiarize and reinforce the basic vocabulary taught in the trade. The words contained in each set of modules have been validated by a sample of employers on the following bases:

1. The words should be in frequent or moderate usage.
2. The words must be essential for job success for the beginning worker.

The modules are designed so that students, using the tapes that accompany each set, can work with minimal supervision, alone or in small groups. Each module is constructed so that it can be used by a resource room teacher who may have limited knowledge about the vocational area.

These materials are to be used as supplements to the on-going instruction in the vocational program.

The materials for each set of modules are:

1. Teacher's Manual which includes:
    a. Supplementary learning activities
    b. Progress checks
2. Three Picture Dictionary booklets, with accompanying tapes
3. Flash Cards

II. QUESTIONS AND ANSWERS

1. When should the materials be used?	1. To provide supplemental instruction for special needs students who are having difficulty with technical terminology.
2. Do the materials include all the technical vocabulary in the trade?	2. No. Vocabulary words are primarily for entry-level jobs.
3. Do the materials teach a student how to perform a specific task?	3. No. The materials do not teach process. The purpose is to give students additional instruction and understanding of vocabulary.
4. Can a special education teacher use this series without special training?	4. Yes. The series has been designed for regular, special and resource room teachers.
5. How do I begin?	5. Familiarize yourself with the materials. Then pretest. Select the appropriate booklet. Assist student with Lesson 1. Most students can work alone with minimum assistance.
6. What extra materials will I need?	6. A cassette tape player. All other materials are provided in the packet.
7. Can this series be used for group instruction?	7. The materials will work best if used by students working individually or in small groups.
8. Can I alter the recommended sequence?	8. Yes, alteration of the sequence to individualize instruction is appropriate.

9. How about evaluation?	9. Activity sheets are included at the end of each lesson. Progress checks are also included for each lesson.

III. STUDENT OUTCOMES

This series is designed to maximize success and minimize failure. Students should not be penalized for requiring numerous trials in order to reach the established criterion of 100% correct on the activity checks. Some students will master the individual lessons in one or two trials. Others will require more trials to criterion. REMEMBER, these materials were designed to help every student reach mastery!

After completing the series, the student should be able to:

1. Match each word/illustration to the appropriate definition.
2. Match each illustration to its appropriate definition.
3. Match each illustration to the appropriate word.

IV. CORE VOCABULARY

The following pages contain an alphabetized list of the terms in this series.

V. TEACHING SUGGESTIONS

A. Explanation

The materials prepared for these units have been designed to take advantage of certain principles of learning that are well known to teachers. Among principles used in preparation for these materials are:

1. Learning is faster if materials are meaningful to students.
2. Learning is maintained best if learned material is used soon after it is learned.
3. For facts, learning is faster and better retained if practice is distributed during the learning time (rather than "crammed.")

ALLIED HEALTH

Alphabetical Index

Vocabulary Word	Book	Page
administrative offices	I	29
admissions	I	3
admitting officer	I	10
alignment	II	70
ambulatory	II	68
ammonia	III	96
anesthesiology dept.	I	65
antiseptic	III	95
armrest	II	87
applicator	III	122
audiology dept.	I	43
bacteriology dept.	I	49
bedrest	II	74
brake	II	91
buffer	III	104
cane	II	84
cardiology dept.	I	46
carpet sweeper	III	114
central supply	I	35
chapel	I	9
chaplain	I	11
clinical laboratory	I	48
crevice tool	III	111
crutch	II	83
deck brush	III	121
dermatology dept.	I	45
dialysis unit	I	63
dietary dept.	I	39
disinfectant	III	94
dispatcher	I	18
doctor	I	21
dust mop	III	120
EKG dept.	I	47
emergency room	I	61
footplate	II	88
fowler's position	II	75
floor pad	III	119
geriatrics unit	I	54
gift shop	I	40
gynecology unit	I	62
gurney	II	80
han rim	II	89
hematology dept.	I	50
housekeeper	I	14
information desk	I	2
intensive care unit	I	57
isolation room	I	64
lab technician	I	26
lobby	I	1
maintenance dept.	I	37
maintenance worker	I	13

Vocabulary Word	Book	Page
morgue	I	67
nonambulatory	II	69
nurse	I	20
nurse's aide	I	23
nurse's station	I	8
nylon hand pad	I	118
obstetrics unit	I	53
occupational therapist	I	25
operating room	I	59
operating room technician	I	27
opthamology dept.	I	44
orderly	I	22
orthopedic unit	I	66
outpatients clinic	I	52
pathology dept.	I	42
patient lounge	I	7
pediatrics unit	I	55
personnel dept.	I	30
physical therapist	I	24
pile	III	112
pile lifter	III	113
polish	III	98
polisher	III	106
pot bursh	III	116
printing dept.	I	36
private room	I	4
prone	II	72
purchasing dept.	II	34
push broom	III	117
radiator brush	III	109
ramp	II	81
records dept.	I	33
recovery room	I	60
respiratory care unit	I	56
respiratory therapist	I	28
scouring powder	III	97
scrub brush	III	115
scrubber	III	103
security police	I	17
semi-fowler's pos.	II	76
semi-private room	I	5
shampooer	III	105
shipping/rec. dept.	I	38
sim's position	II	73
smoke urn	III	108
soap dispenser	III	100
social services dept.	I	31
social worker	I	19
spokes	II	86
squeegee	III	110

ALLIED HEALTH ALPHABETICAL INDEX

Vocabulary Word	Book	Page
supine	II	71
supply cart	III	93
supply closet	III	92
surgery	I	58
tipping lever		
toilet bowl brush	III	99
towel dispenser	III	107
traction	II	79
transport aid	I	15
transportation dept.	I	32
trendelenberg	II	77
urology dept.	I	41
volunteer	I	16
walker	II	82
ward	I	6
ward secretary	I	12
wet vacuum	III	102
wheelchair	II	85
wringer pail	III	101
x-ray	I	51

4. Correct practice on recently learned materials increases retention.
5. Clustering facts to be learned improves retention.
6. Sequencing of materials to be learned improves learning speed; easy material first and difficult material later.
7. Overlearning (review) helps retention.
8. Knowing a part of the task prior to attempting the entire task can aid students to learn.

B. Procedures for Use of Materials

Because the materials have been developed with the principles cited above, it is requested that teachers use them as designed. Changes such as using Module II before Module I are appropriate if such change provides better coordination with vocational instruction. Using a part of Module I and a part of Module II, and selecting parts of workbooks to go with selections would not be appropriate, even if the teacher believed the student already knew some of the vocabulary items in a particular module; it is important for the student to find some of the words "too easy" along with the "too hard" ones; this can keep the student at work on a task that might otherwise be abandoned as too difficult. Furthermore, practice on materials the student already knows can aid in ensuring retention.

C. Steps in Using Materials

1. Getting the Student Started
    a. Make sure the tabs at the top of the cassette tape are punched out to prevent accidental erasure.
    b. Take the students to a table in a quiet area with the tape recorder, the flashcards, and the picture dictionary book(s).

c. Be sure that the student knows: (1) how to insert the tape; (2) how to follow directions that are written in the dictionary and provided on the tape, and (3) how to use the small book. Show the student the box of flashcards so that they can be used when needed.

2. Explanations to Student

a. Keep them at a minimum. Simply say in your own words that these materials are designed to help students learn technical vocabulary.

b. Let the student know that you are aware that some words will be "too easy" and some "hard" but that you expect all to be done.

c. During the first session for each student, observe for a few minutes to ensure that the student does not fail because of misunderstanding of the simple procedures for using the materials.

3. Letting Student Study

Go about one or more of your other numerous tasks until the student comes to tell you the words are learned.

4. Activity Sheets

a. Make sure the student understands how to do the ACTIVITY. After the explanation, the student should complete the pages ALONE without any help from you or the other students.

b. Check the student's ACTIVITY sheets. If the score is 100% correct, go to 4c below. If the score is less than 100% correct, ask the student to use the tape and booklet again, doing the flashcards again also.

c. If the student was 100% correct on the ACTIVITY, give the CHECK UP sheets for the relevant lessons. Make sure student understands the directions. Again, students should work ALONE.

d. With the student watching, correct any errors on the CHECKUP SHEETS. Scores should be almost all correct if the ACTIVITY was 100% correct. If there is still trouble, the student probably needs to review the tape/booklet materials some more and then take the CHECKUP again.

ANSWER KEYS

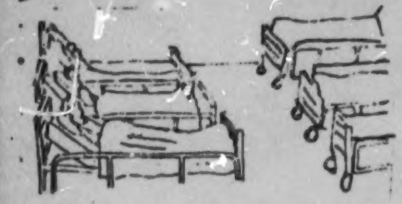
TO

ACTIVITY PAGES

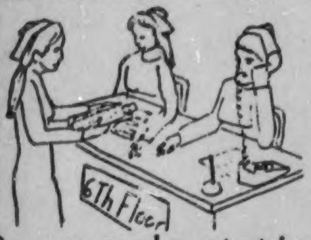
ALLIED HEALTH I
Activity 1
Lesson 1

Name ______________________ Date ______________________

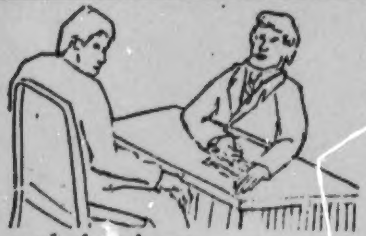
Match the picture and the meaning. Put the right number on the line beside the meaning.



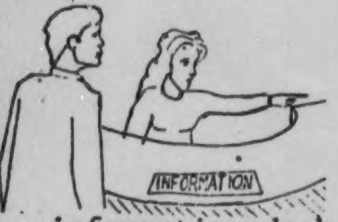
1. ward



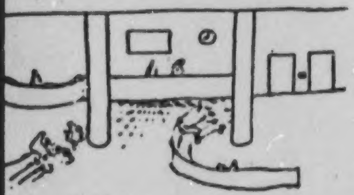
2. nurse's station



3. admissions



4. information desk



5. lobby

__1__ A big room in the hospital where more than two people stay.

__5__ The information desk is located here. Family and friends of patients can wait here.

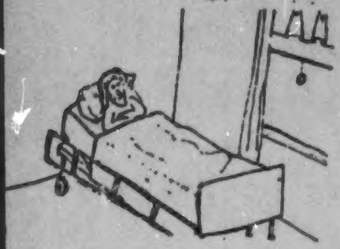
__3__ A place where a sick person goes to be checked into the hospital.

__2__ Records of each patient are kept here. Each floor in a hospital has this station.

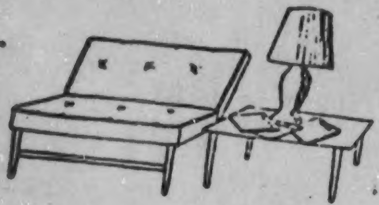
__4__ A place where people can find out about the patients in the hospital.

Activity 1 (page 2)

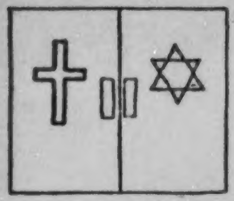
ame ______________________ Date ______________________



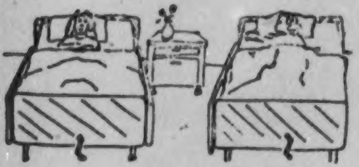
. private room



. patient lounge



. chapel



. semi-private room

8 A place in the hospital where people can pray.

9 A room in the hospital where two people stay.

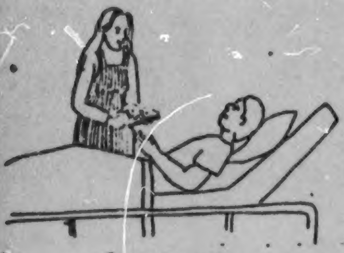
7 This place gives patients a chance to read or talk with patients or visitors.

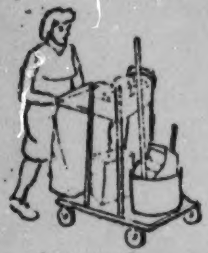
6 A room in the hospital where only one patient stays.

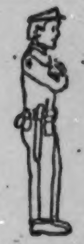
Activity 2
Lesson 2

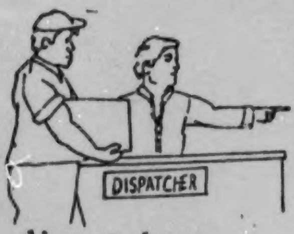
Name ______________________________ Date ______________________

Match the picture and the meaning. Put the right number on the line beside the meaning.

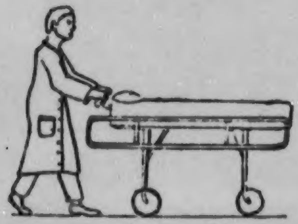

1. volunteer


2. housekeeper


3. police security



4. dispatcher


5. transport aide

4 The person who is in charge of the transportation department. He or she tells where to move people or packages.

1 This person works in the hospital but receives no pay for his services.

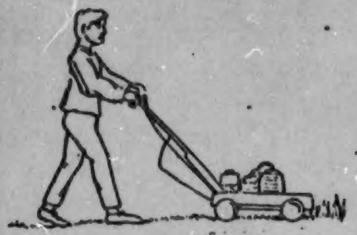
5 This person moves patients and supplies to different parts of the hospital.

3 This person helps keep the hospital safe for patients and staff.

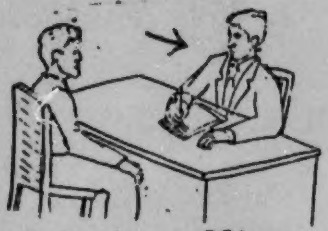
2 A person who cleans the hospital and the rooms of patients.

Activity 2 (page 2)

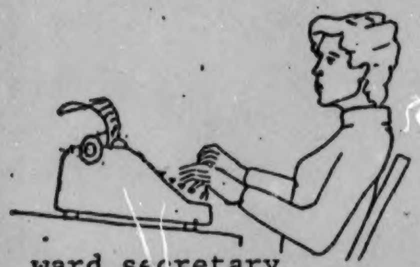
ame ____________________ Date ____________________



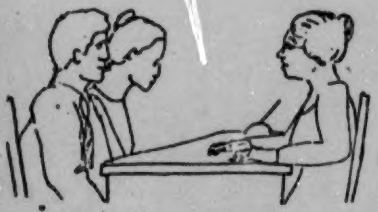
. maintenance worker



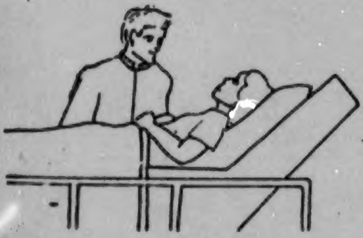
. admitting officer



3. ward secretary



. social worker



10. chaplain

__10__ A person who prays with people in the hospital.

__8__ A person who keeps the patient records.

__6__ The person in the hospital who fixes machines and does repairs in the hospital.

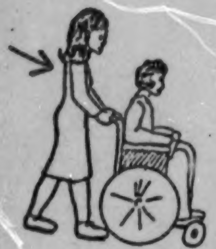
__7__ The person takes a patient's history and then admits the patient.

__9__ When a person has personal problems, this worker helps those people.

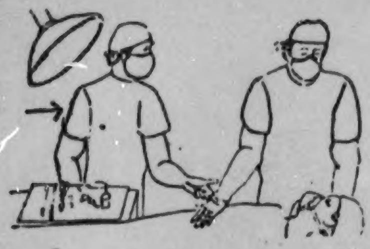
ALLIED HEALTH I
Activity 3
Lesson 3

ame ______________________________ Date ______________________________

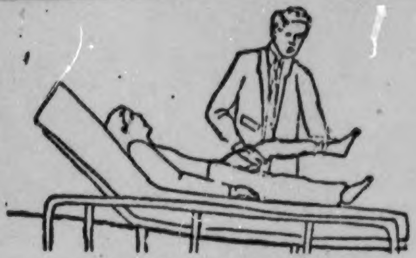
atch the picture and the meaning. Put the right number on the line eside the meaning.



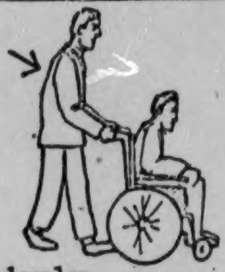
. nurse's aide



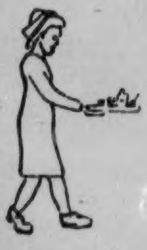
. operating room technician



3. physical therapist



4. orderly



5. nurse

5 A person who is helping sick patients get better.

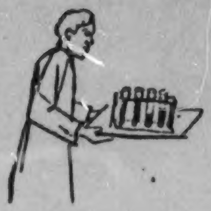
4 A person who helps nurses and doctors with male patients.

2 A person who helps doctors and nurses during an operation.

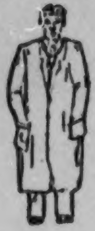
3 This therapist works with the patient to help their muscles get strong.

1 This person helps nurses and doctors with female patients.

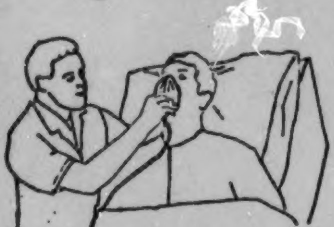
ame ____________________ Date ____________________



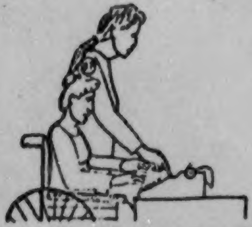
. lab technician



. doctor



. respiratory therapist



. occupational therapist

9 This person helps those patients in the hospital learn skills for a new job in the working world.

6 A person who helps to do blood tests.

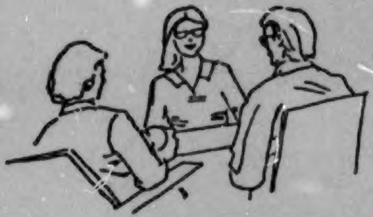
7 One or more persons who treat and help cure sick patients.

8 When patients have trouble breathing this person uses breathing machines and exercises to make them feel better.

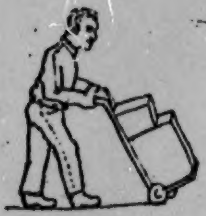
ALLIED HEALTH I
Activity 4
Lesson 4

ame ______________________ Date ______________________

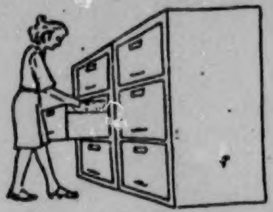
atch the picture and the meaning. Put the right number on the line beside he meaning.



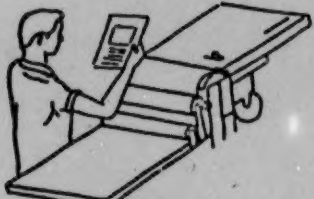
. social services department



2. transportation department



3. records department



4. printing department

2 This area is in charge of moving patients and supplies from one place to another.

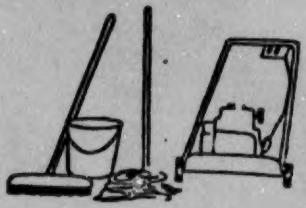
3 A place where information about patients is kept.

1 The place where patients can go for help with their personal problems.

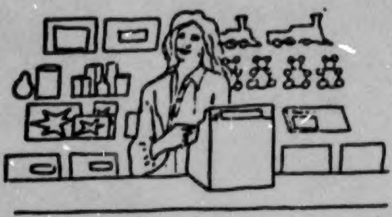
4 Where medical record forms are made.

Name ______________________ Date ______________

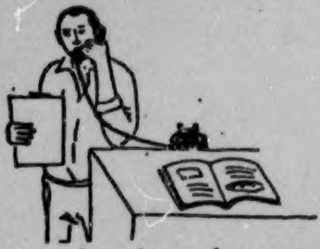
Match the picture and the meaning. Put the right number on the line beside the meaning.



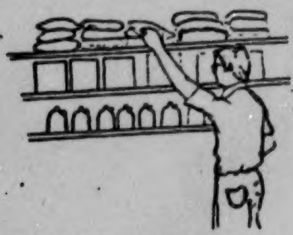
5. maintenance department



6. gift shop



7. purchasing department



8. central supply

6 A hospital store where people can buy presents, magazines, and other things for patients.

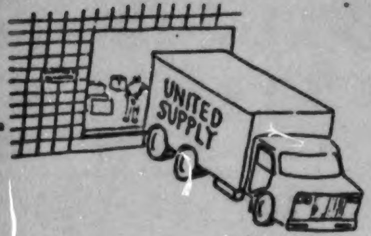
8 The place where hospital supplies are kept.

5 This department takes care of the hospital buildings and grounds.

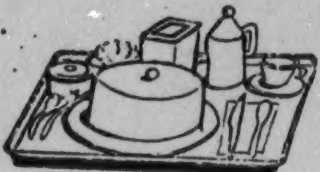
7 An office where things for the hospital are ordered and paid for.

Activity 4 (page 3)

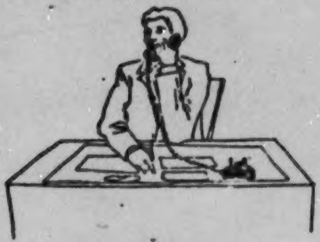
ame ______________________ Date ______________________



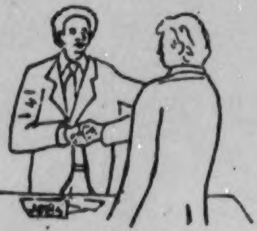
shipping/receiving department



dietary department



administrative offices



2. personnel department

11 Offices of people who run the hospital.

10 A place where patients' meals are prepared.

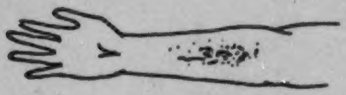
12 The office that hires hospital workers.

9 Area where things used in the hospital are delivered.

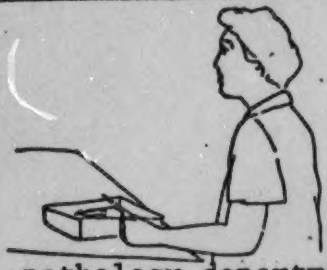
Activity 5
Lesson 5

Name ______________________ Date ______________________

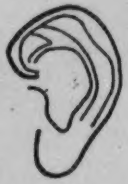
Match the picture and the meaning. Put the right number on the line beside the meaning.



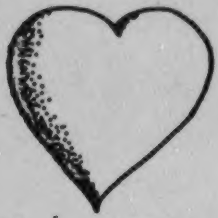
1. dermatology department



2. pathology department



3. audiology department



4. cardiology department

3 The department where people go for help with ear, nose, and throat problems.

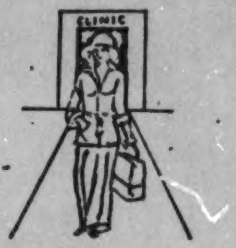
4 People with heart trouble get help in this department.

1 People with skin problems go to this department for help.

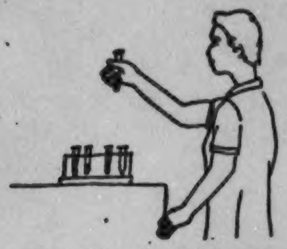
2 In this department doctors study parts of the body to find out what illness the patient has.

Activity 5 (page 2)

Name ______________________ Date ______________________

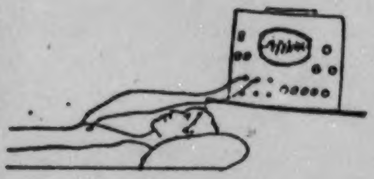


5. outpatient clinic



6. clinical laboratory

7. urology department



8. EKG department

7 Patients go to this department to help cure their kidney problems.

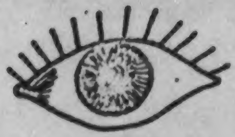
8 The place where tests are done to check how strong a patient's heart is.

5 Clinic where people are treated without having to stay overnight.

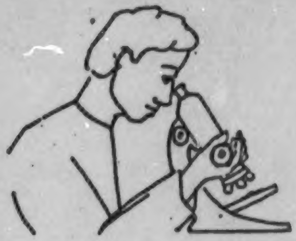
6 A place where tests are done to find out what illness a patient has.

Activity 5 (page 3)

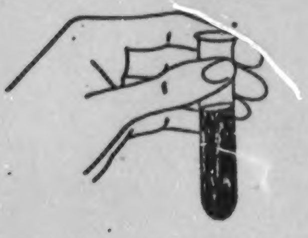
Name ______________________ Date ______________________



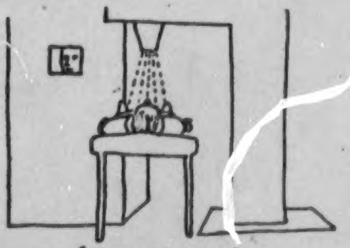
. opthalmology department



). bacteriology department



1. hematology department



2. x-ray department

12 Department where pictures of the insides of the body are made.

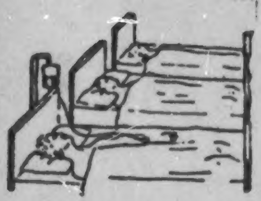
9 This is the place people with eye problems go for treatment.

10 The place in the hospital where germs are studied.

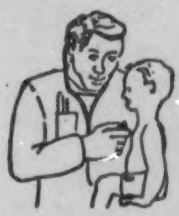
11 The department where blood is checked for signs of sickness.

Name ______________________ Date ______________________

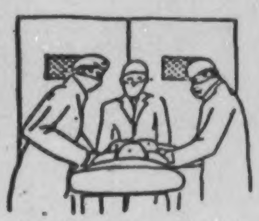
Match the picture and the meaning. Put the right number on the line beside the meaning.



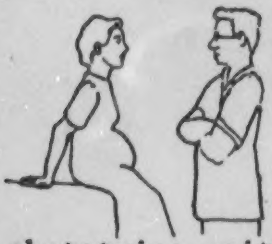
1. recovery room



2. pediatrics unit



3. surgery



4. obstetrics unit

4 Unit that deals with women who are having babies.

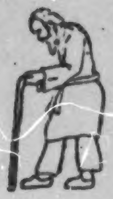
1 Where patients who have just had surgery are cared for.

2 Unit where doctors take care of children who are sick.

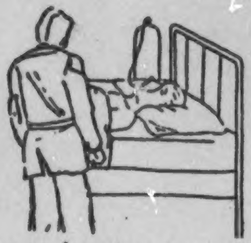
3 An operation.

Activity 6 (page 2)

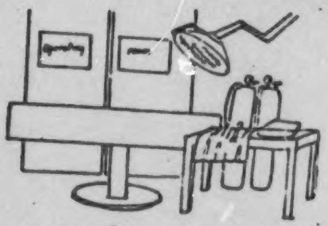
Name ____________________ Date ________________



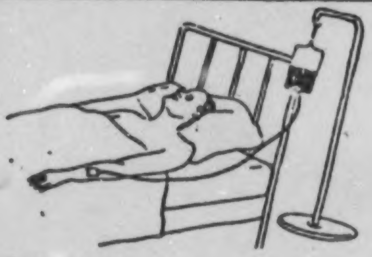
5. geriatrics unit



6. respiratory care unit



7. operating room



8. intensive care unit

7 A place where surgery is done by doctors and nurses.

8 This unit is for very sick patients. They are closely watched by hospital staff members.

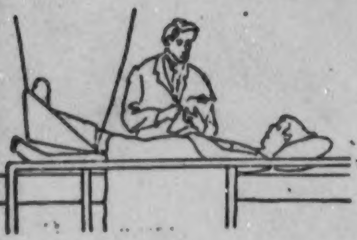
5 This unit is where doctors take care of the elderly.

6 A place where people with breathing trouble can be helped.

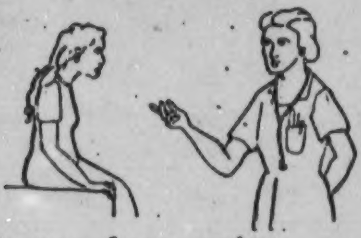
Activity 7
Lesson 7

Name ______________________ Date ______________________

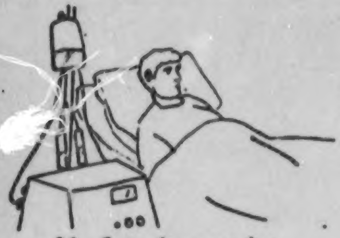
Match the picture and the meaning. Put the right number on the line beside the meaning.



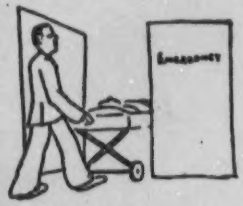
1. orthopedic unit



2. gynecology unit



3. dialysis unit



4. emergency room

__2__ A unit for women only. A place that treats only women with physical problems and helps women keep in good health through check-ups.

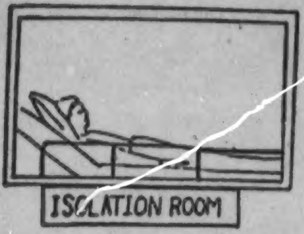
__3.__ Unit where people with kidney problems are treated.

__1__ A floor or department where doctors take care of people with bone or muscle problems.

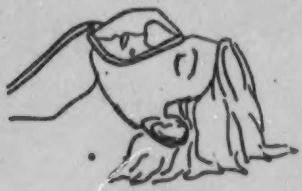
__4__ A place in the hospital for treating people who have been in serious accidents or need help quickly.

Activity 7 (page 2)

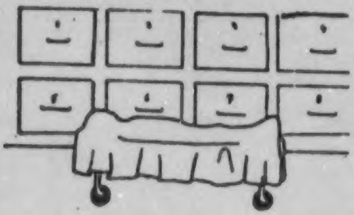
Name ____________________ Date ____________________



5. isolation room



6. anesthesiology department



7. morgue

7 A place where the bodies of patients who have died are taken.

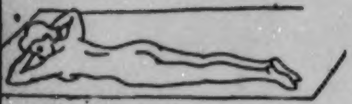
5 Room for people who have an illness that other people can catch. They are kept away from other patients in the hospital.

6 Area where doctors meet to talk about how a patient will be put to sleep for an operation.

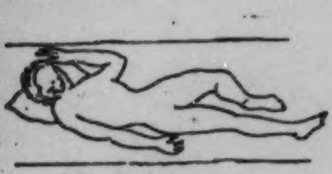
ALLIED HEALTH II
Activity 8
Lesson 8

ame ______________________________ Date ______________________

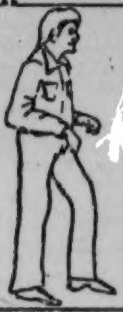
atch the picture and the meaning. Put the right number on the line eside the meaning.



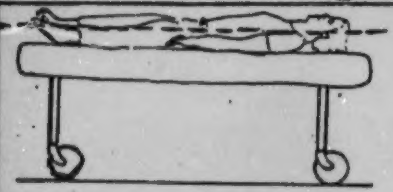
. prone



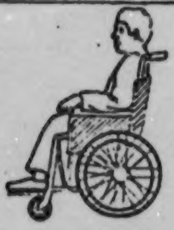
. sim's position



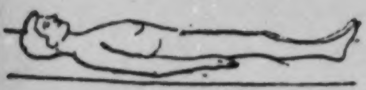
. ambulatory



. alignment



. non-ambulatory



. supine

4 The body is in a straight line.

1 To lie flat on the stomach with the face down,

5 A patient who cannot walk and needs to be on a gurney, in a wheelchair, or in a bed.

6 To lie on the back with the face up.

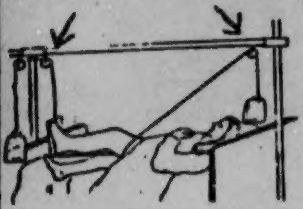
2 The normal sleeping position where the patient is on the left side with the right arm and leg bent.

3 A patient who is able to walk.

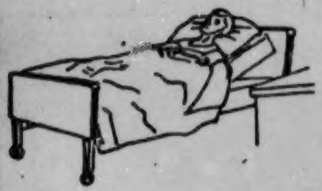
ALLIED HEALTH II
Activity 9
Lesson 9

me ______________________ Date ______________________

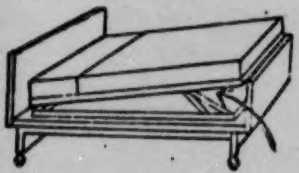
atch the picture and the meaning. Put the right number on the line beside he meaning.



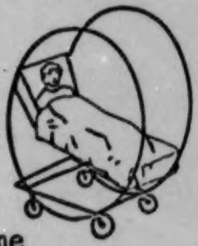
. traction



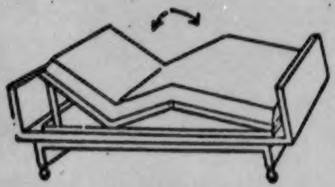
. bedrest



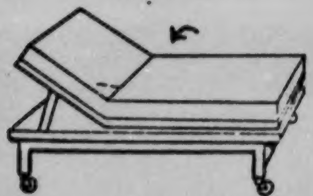
. trendelenberg



. stryker frame



5. fowler's position



6. semi-fowler's position

6 A patient is in this position when the head is raised higher than the feet.

4 A frame that can be turned to any position.

5 A patient is in this position when he is half-sitting with his knees bent.

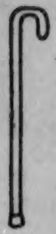
1 Equipment used to lift an arm or leg and keep it straight.

2 What a person needs when he is sick and must stay in bed.

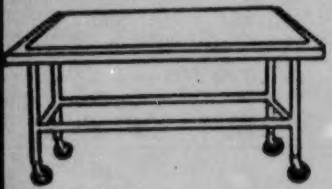
3 This position raises the body higher than the head.

ame ____________________ Date ____________________

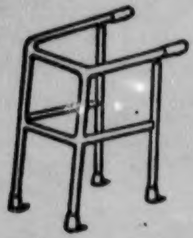
atch the picture and the meaning. Put the right number on the line
eside the meaning.



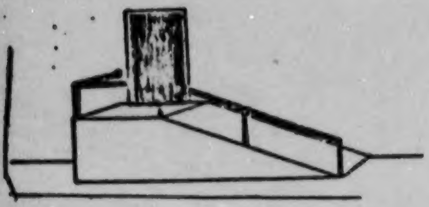
. cane



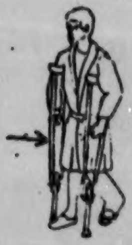
. gurney



. walker



. ramp



. crutch

_2_ A table on wheels used to move patients from one place to another.

_3_ A metal frame that a person uses for help in walking.

_4_ A slanting floor or walkway leading from one level to another.

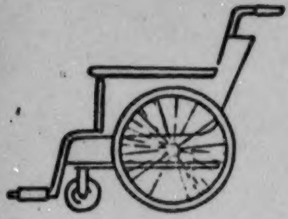
_5_ This is used to help the patients keep their weight off an injured foot or leg.

_1_ A patient uses this to keep his balance when he has general body weakness.

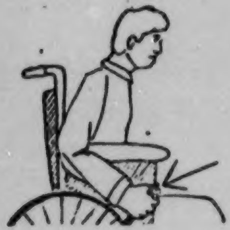
ALLIED HEALTH II
Activity 11
Lesson 11

ame ______________________ Date ______________________

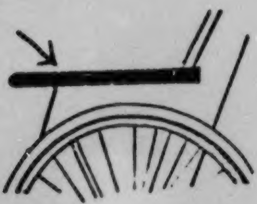
atch the picture and the meaning. Put the right number on the line eside the meaning.



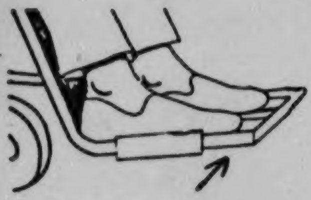
1. wheelchair



2. brake



3. armrest



4. footplate

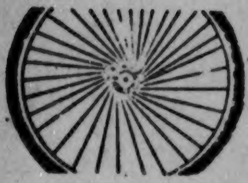
3 This part of the wheelchair holds up the arms and the upper half of the body.

4 A flat slat at the bottom of the wheelchair that holds the feet.

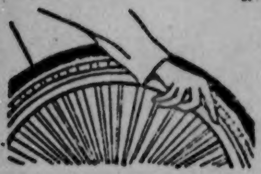
1 A chair that is used to move patients from one place to another.

2 A part of the wheelchair that stops it from moving.

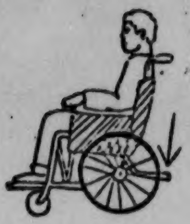
ame ______________________ Date ______________________



. spokes



. handrim



. tipping lever

6 Metal rim fastened to the wheel. The patient uses this to move and steer the wheelchair.

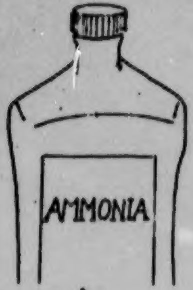
5 Wires that connect the edge of the wheel to the center of the wheel.

7 A bar on the wheelchair to help move it over the bumps.

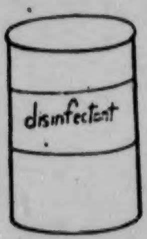
ALLIED HEALTH III
Activity 12
Lesson 12

Name ______________________________ Date ______________________

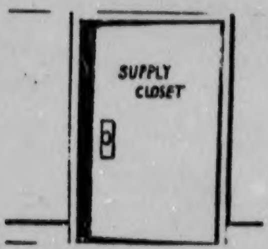
Match the picture and the meaning. Put the right number on the line beside the meaning.



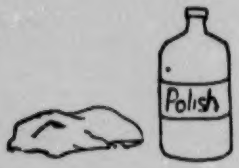
. ammonia


disinfectant

2. disinfectant


SUPPLY CLOSET

. supply closet



. polish

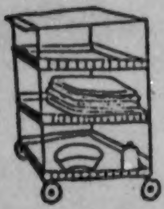
3 A small room where equipment is stored.

4 A cream used for cleaning wood or metal surfaces.

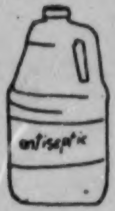
1 A strong smelling liquid that is used to remove wax.

2 A strong solution which kills germs.

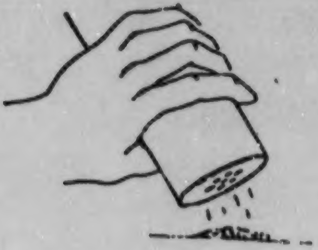
ame ______________________ Date ________________



. supply cart



. antiseptic



7. scouring powder

7 A rough powder rubbed on a surface to remove dirt.

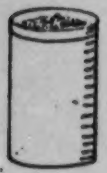
5 A wagon used to move equipment and other things around the building.

6 A weak cleaning solution.

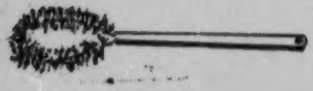
ALLIED HEALTH III
Activity 13
Lesson 13

ame____________________ Date ____________________

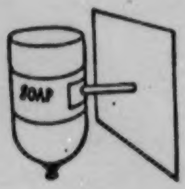
atch the picture and the meaning. Put the right number on the line eside the meaning.



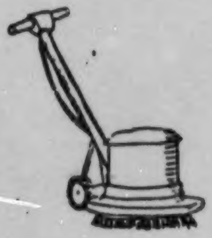
. smoke urn



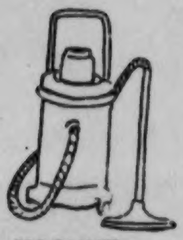
2. toilet bowl brush



3. soap dispenser



4. scrubber



5. wet vacuum

3 A holder for liquid or powdered soap. A lever is pushed so that the soap can come out.

5 A vacuum cleaner with a large round drum used to pick up large amounts of spilled liquids.

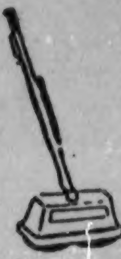
4 A machine with a brush that spins to clean the floor.

1 A floor ashtray. It often has sand in it to put out cigarettes.

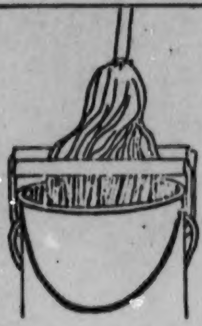
2 A brush used to clean toilets.

Activity 13 (page 2)

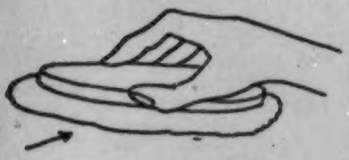
Name ______________________ Date ______________________



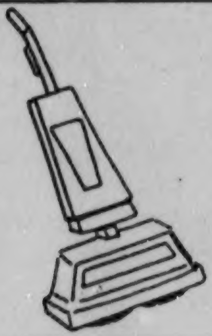
. polisher



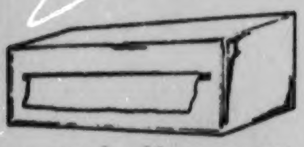
. wringer pail



. buffer



. shampooer



. towel dispenser

10 A box mounted on a wall used for holding paper towels.

9 A machine that has two tanks--one for water and one for detergents. It is used to clean carpets.

7 A tool used to squeeze water out of a mop.

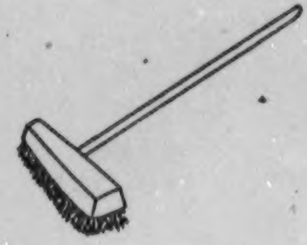
6 A machine used for polishing floors.

8 A pad used for polishing.

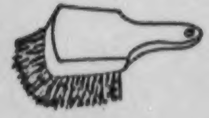
ALLIED HEALTH III
Activity 14
Lesson 14

ame ______________________________ Date ____________________

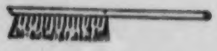
atch the picture and the meaning. Put the right number on the line
eside the meaning.



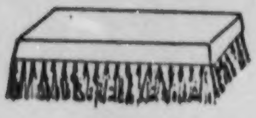
.. deck brush



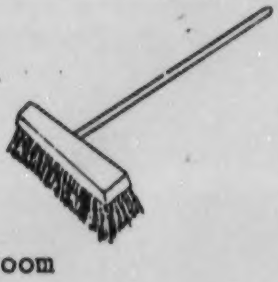
. pot brush



. radiator brush



. scrub brush



. push broom

5 A wide broom with a long handle used to push dirt and dust across floors.

4. A hand brush with a wooden holder used to scrub surfaces by hand.

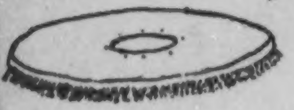
1 A long-handled scrub brush used for wet scrubbing by hand.

2 A short handled brush used for scrubbing small areas on a carpet.

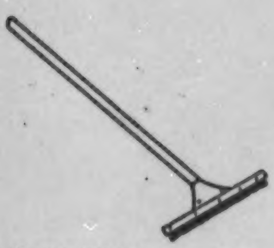
3 A brush used to clean radiators.

Activity 14 (page 2)

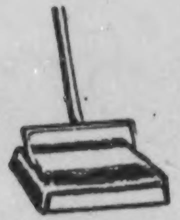
me ______________________ Date ______________________



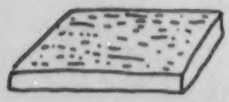
floor pad



squeegee



carpet sweeper



nylon hand pad

9 A strong nylon pad used for scrubbing hard-to-reach corners and edges by hand.

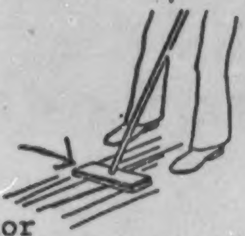
8 A hand operated machine which picks up dirt. It has a square bottom and a long handle.

6 A pad on a machine that is used for working on floors. They may be different colors.

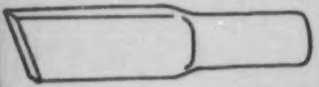
7 This device is used to clean windows and to clean floors.

Activity 14 (page 3)

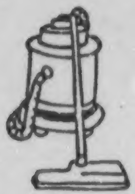
Name ______________________________ Date ________________________



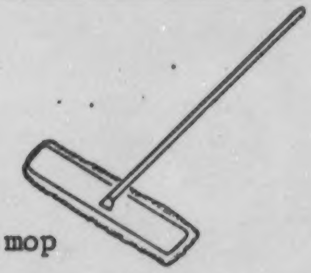
0. applicator



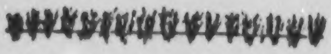
1. crevice tool



2. pile lifter



3. dust mop



. pile

14 The strands that stand up making a carpet thick and soft.

12 A special vacuum to lift pile on a carpet and get deep down dirt.

10 A mop used to put wax onto a floor.

11 A tool used on a vacuum to get to hard-to-reach places.

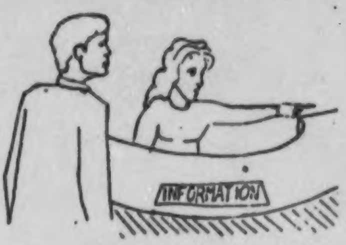
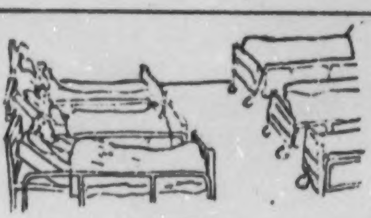
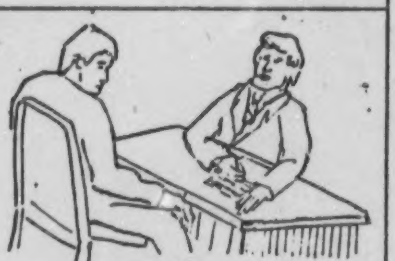
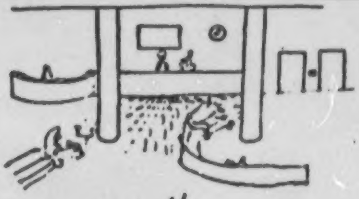
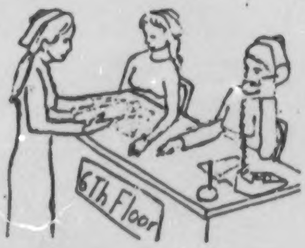
13 A flat mop used to clean dust from floors. You do not use soap or water with this mop.

ANSWER KEYS
TO
CHECKUP PAGES

ALLIED HEALTH I
Checkup I
Lesson I

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.
he first one is done for you.

WORD	PICTURE	MEANING
5 nurse's station	 1	1 Area in the hospital where people can find out about patients.
2 ward	 2	4 Family and friends of patients can wait here until they go to visit.
1 information desk	 3	2 Big area of the hospital where more than two patients stay.
3 admissions	 4	5 Records of each patient are kept here. Each floor has one.
4 lobby	 5	3 A sick person goes to this area to be checked in.

ame ______________________ Date ______________________

WORD

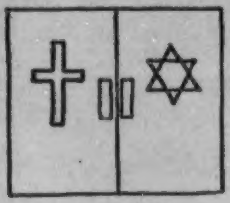
7 semi-private room

8 patient lounge

9 private room

6 chapel

PICTURE



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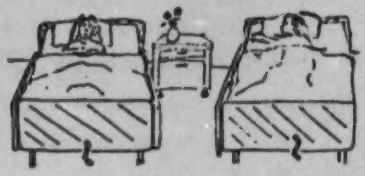

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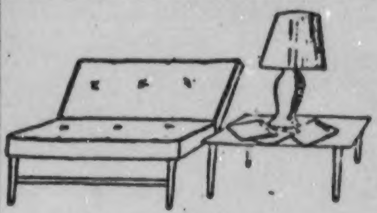

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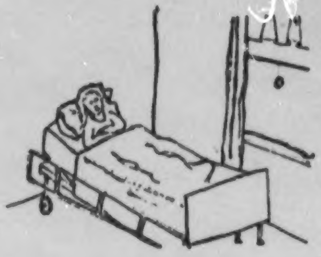


9

MEANING

9 A room in the hospital where only one patient recovers.

6 A place in the hospital where people go to pray.

7 A room in the hospital where two patients stay.

8 An area patients in the hospital go to read or talk with other patients or visitors.

ALLIED HEALTH I
Checkup 2
Lesson 2

Name ______________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD

3 maintenance worker

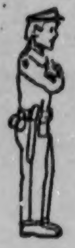
5 ward secretary

4 housekeeper

1 police security

2 chaplain

PICTURE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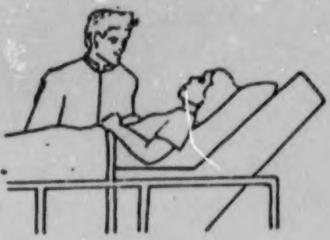
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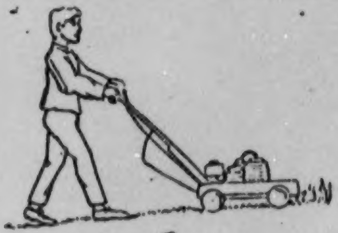
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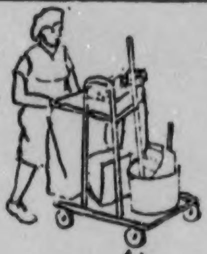
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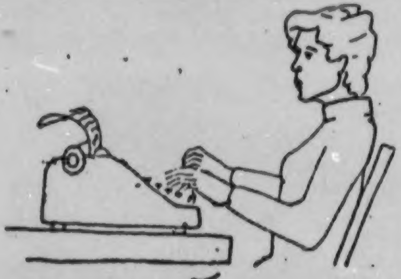

5

MEANING

4 A person who cleans the hospital and rooms.

2 A person in the hospital who prays with people.

3 A person who fixes machines and does repairs in the hospital.

5 A person who keeps the patient records.

1 The staff in the hospital who helps keep it safe for patients and staff.

Checkup 2 (page 2)

ame ______________________ Date ______________

WORD

10 volunteer

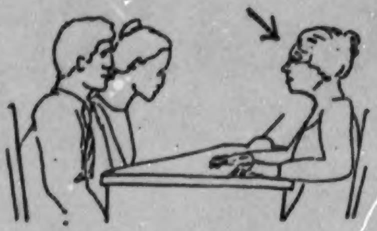
6 social worker

7 transport aide

9 dispatcher

8 admitting officer

PICTURE



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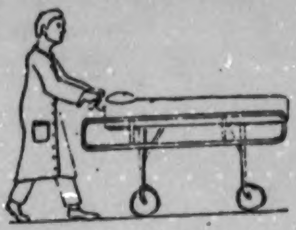

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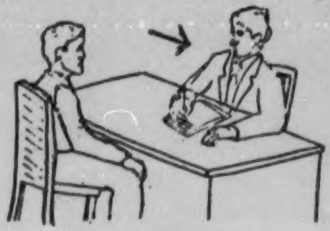

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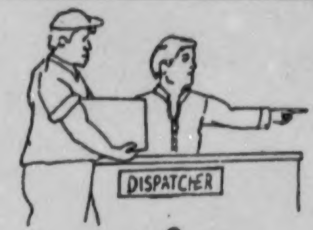

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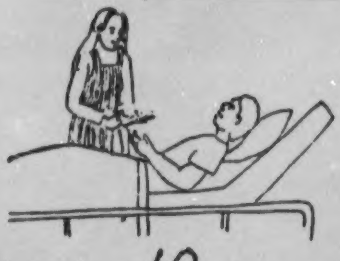


10

MEANING

6 A person in the hospital who helps people with personal problems.

8 The person in the hospital who takes a patient's history and then admits the patient into the hospital.

10 A person in the hospital who works without pay.

9 This person moves patients and supplies to different parts of the hospital.

7 The person in charge of the transportation department. He/she moves people or packages.

ALLIED HEALTH I
Checkup 3
Lesson 3

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD

3 operating room technician

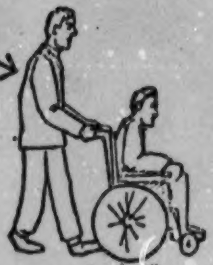
1 orderly

2 physical therapist

5 nurse

4 nurse's aide

PICTURE



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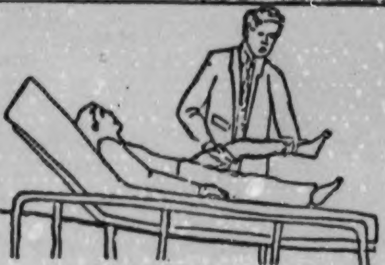

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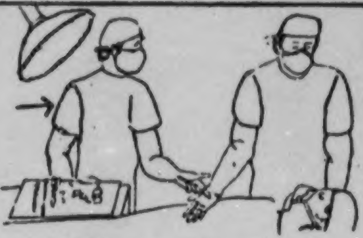

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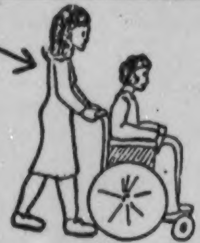

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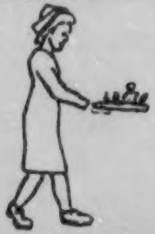


5

MEANING

2 A staff member who works with the patient to help them make their muscles stronger.

5 A very special person in the hospital who helps the patient get better.

3 A person who helps doctors and nurses during an operation.

4 A person who helps nurses and doctors with female patients.

2 A person who helps nurses and doctors with male patients.

Checkup 3 (page 2)

ame ________________________ Date ____________________

WORD

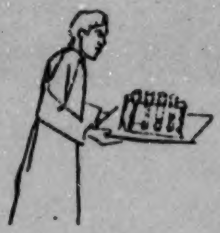
8 respiratory therapist

7 occupational therapist

9 doctor

6 lab technician

PICTURE



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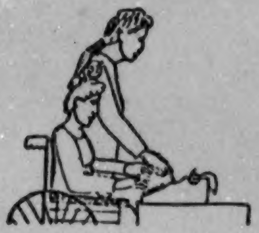

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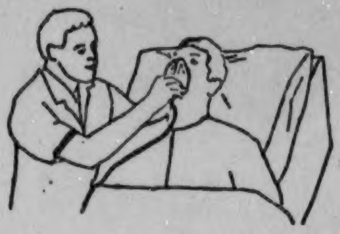

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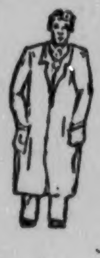


9

MEANING

7 This person helps those patients in the hospital learn skills for a new job in the working world.

9 One or more persons who treat and help cure sick patients.

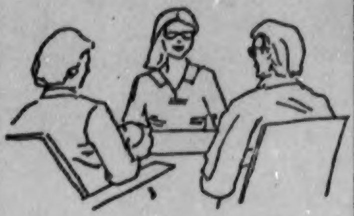
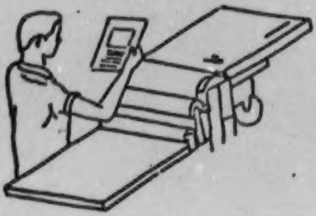
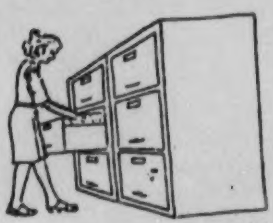
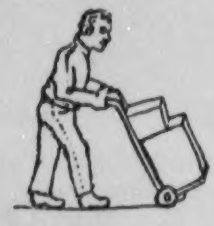
6 A person in the hospital who helps do blood tests.

8 A person that helps the patient who has trouble breathing.

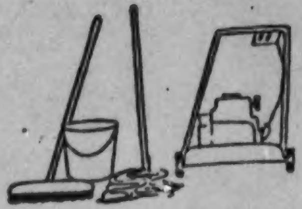
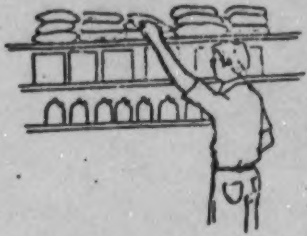
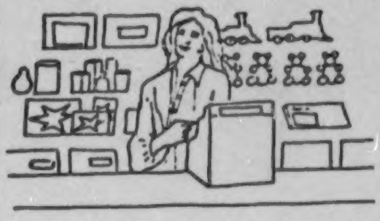
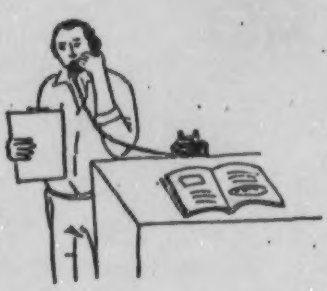
ALLIED HEALTH I
Checkup 4
Lesson 4

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
4 transportation department	 1	1 This is the place where patients get help with home problems.
1 social services department	 2	2 Medical record forms are made here.
2 printing department	 3	3 The department in the hospital where information about patients is kept.
3 records department	 4	4 This department is in charge of moving patients and supplies from one place to another.

ame ______________ Date ______________

WORD	PICTURE	MEANING
7 gift shop	 5	5 The department that takes care of the hospital building and grounds.
5 maintenance department	 6	6 The place in the hospital where supplies are kept.
6 central supply	 7	7 A hospital store where people can buy presents, magazines, and other things for patients.
8 purchasing department	 8	8 Equipment and other things for the hospital are bought in this department.

Name ____________________ Date ____________________

WORD

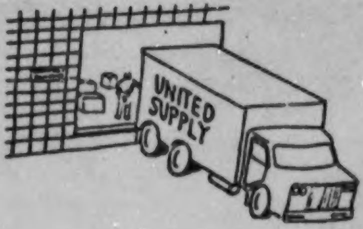
9 shipping/receiving department

10 personnel department

12 dietary department

11 administrative offices

PICTURE



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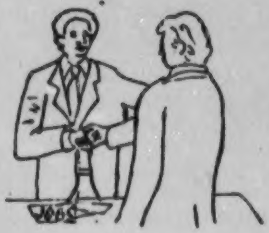

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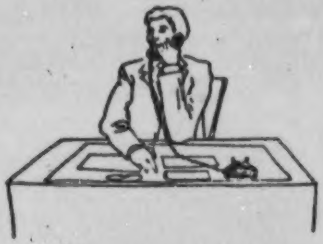

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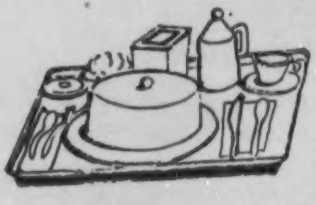


12

MEANING

10 The office that hires hospital workers.

12 Department where patients' meals are prepared.

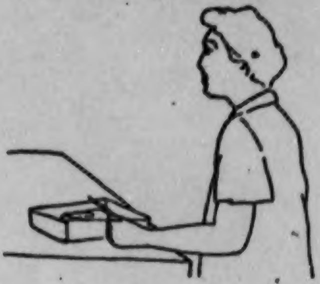
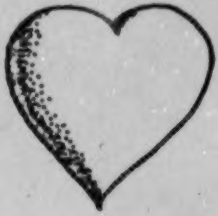
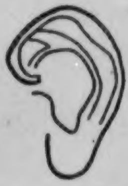
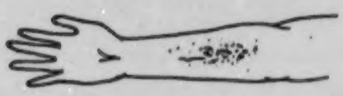
11 These are the offices for people who run the hospital.

9 This department in the hospital is where things are delivered.

ALLIED HEALTH II
Checkup 5
Lesson 5

Name ______________________________ Date ________________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
3 audiology department	 1	1 Department where doctors study parts of the body to find out what illness the patient has.
1 pathology department	 2	2 Department where people with heart trouble get help.
2 cardiology department	 3	4 Department where people who have skin problems go for help.
4 dermatology department	 4	3 Department where people go for help with ear, nose, and throat problems.

Checkup 5 (page 2)

ame ______________________ Date ______________________

WORD

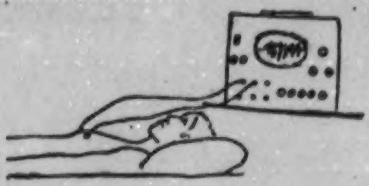
7 outpatient clinic

5 EKG department

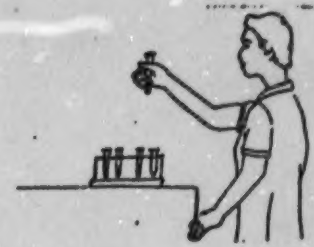
8 urology department

6 clinical laboratory

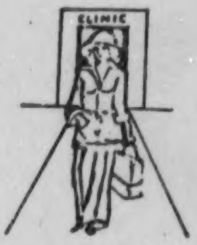
PICTURE



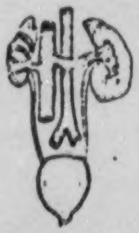
5



6



7



8

MEANING

5 Area in the hospital where tests are done to check how strong a patient's heart is.

8 Department where patients with kidney problems are treated.

6 A place where tests are done to find out what illness a patient has.

7 Clinic in the hospital where people are treated but do not have to stay overnight.

Checkup 5 (page 3)

ame ______________________ Date ____________________

WORD

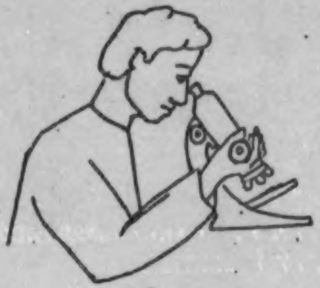
10 hematology department

11 x-ray department

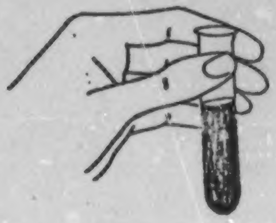
12 opthalmology department

9 bacteriology department

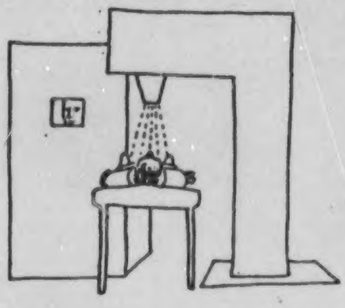
PICTURE



9



10



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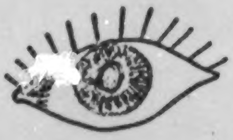


12

MEANING

11 Department where pictures of the insides of the body are made.

12 Department where people go for help with eye problems.

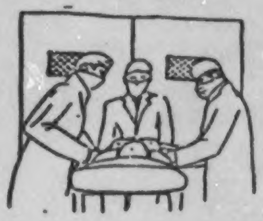
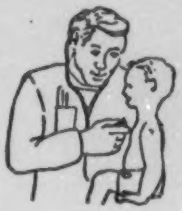
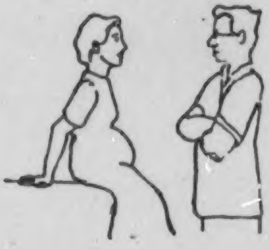
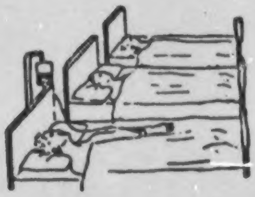
9 Department where germs are studied for specific diseases.

10 Department in the hospital where blood is checked for signs of illness.

ALLIED HEALTH II
Checkup 6
Lesson 6

Name ______________________________ Date ____________________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
2 pediatrics unit	 1	3 This unit of the hospital takes care of women who are having babies.
3 obstetrics unit	 2	4 Room where patients who have just had surgery are cared for.
4 recovery room	 3	1 Another word for operation.
1 surgery	 4	2 Area of the hospital where doctors take care of children who are sick.

Checkup 6 (page 2)

ame ______________________ Date ______________

WORD

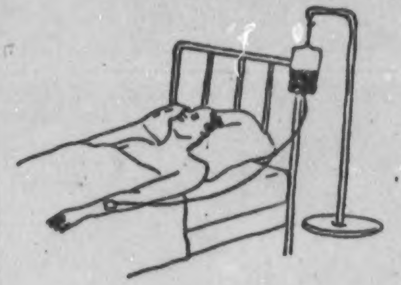
6 operating room

5 intensive care unit

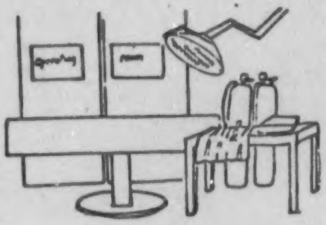
8 geriatrics unit

7 respiratory care unit

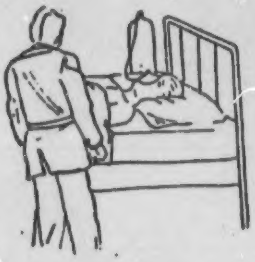
PICTURE



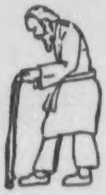
5



6



7



8

MEANING

8 This unit cares for elderly patients.

7 This area of the hospital helps people with breathing trouble.

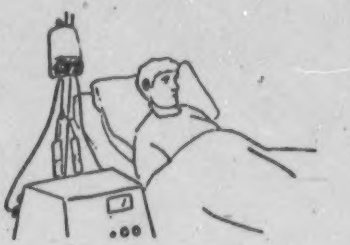
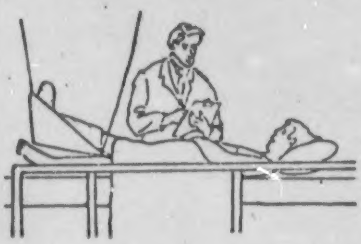
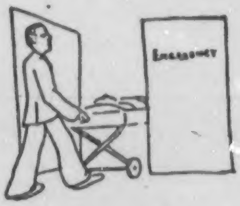
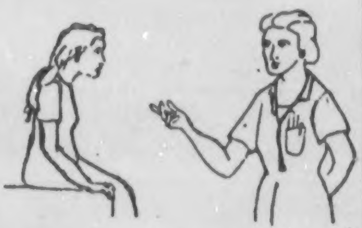
6 The room in the hospital where surgery is done.

5 This unit is for very sick patients. They are watched very closely by staff members.

ALLIED HEALTH II
Checkup 7
Lesson 7

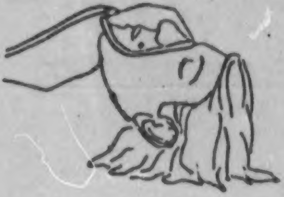
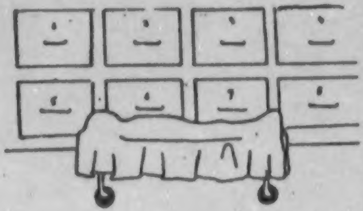
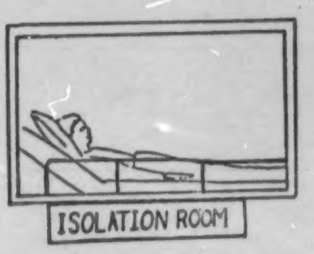
ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
3 emergency room	 1	1 This unit helps people with kidney problems.
1 dialysis unit	 2	2 The department where doctors take care of people with bone or muscle problems.
2 orthopedic unit	 3	4 This unit helps only women who are in need of checkups and will treat them for diseases.
4 gynecology unit	 4	3 The place for treating people who have been in accidents and need help quickly.

Checkup 7 (page 2)

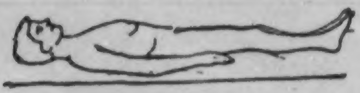
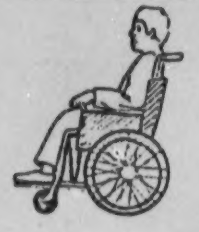
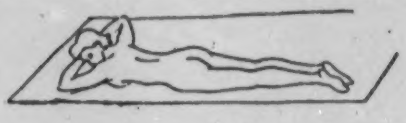
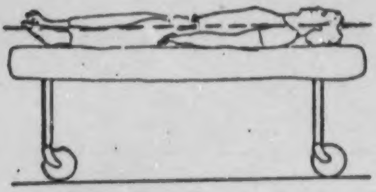
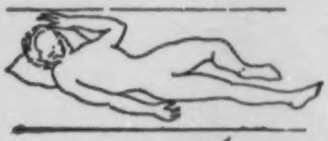
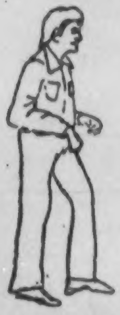
ame ________________ Date ________________

WORD	PICTURE	MEANING
6 morgue	 5	5 A place where doctors discuss injections patients get during an operation.
5 anesthesiology department	 6	7 This room is for people who have an illness that other people can catch and they stay alone until recovered.
7 isolation room	 7	6 The place where bodies of patients who have died are taken.

ALLIED HEALTH II
Checkup 8
Lesson 8

Name ______________________ Date ______________________

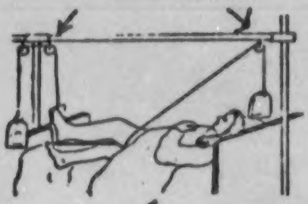
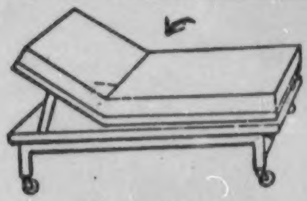
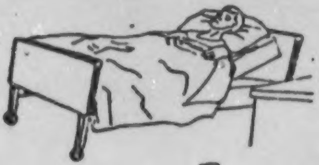
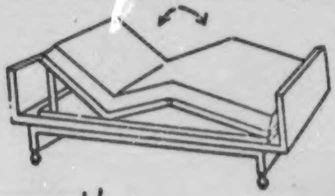
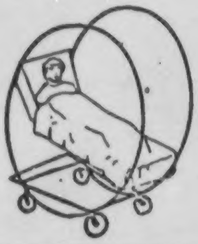
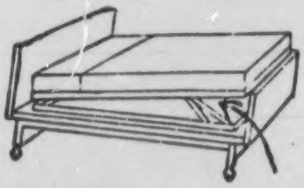
Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
6 ambulatory	 1	1 To lie on the back with the face up.
5 sim's position	 2	3 To lie flat on the stomach with the face down.
1 supine	 3	2 A patient who cannot walk and needs help.
3 prone	 4	4 The body is in a straight line.
2 non-ambulatory	 5	6 When a patient is able to walk.
4 alignment	 6	5 The normal sleeping position when the patient is on the left side with the right arm and leg bent.

ALLIED HEALTH II
Checkup 9
Lesson 9

ame ______________________________ Date ______________________________

ut the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
5 stryker frame	 1	6 A position where the body is raised higher than the head.
6 trendelenberg	 2	2 A position placing the patient so that the head is raised higher than the feet.
1 traction	 3	3 A person remains in bed during sickness.
2 semi-fowler's position	 4	5 A bed that can be turned to any position and is on a round wheel-like frame.
3 bedrest	 5	1 Equipment used to lift an arm or leg and keep it straight.
4 fowler's position	 6	4 A position placing the patient so that they are half-sitting with knees bent.

ALLIED HEALTH II
Checkup 10
Lesson 10

Name ______________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD

5 ramp

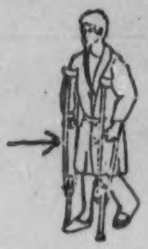
1 crutch

2 walker

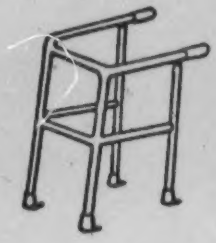
3 cane

4 gurney

PICTURE



1



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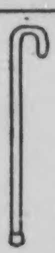

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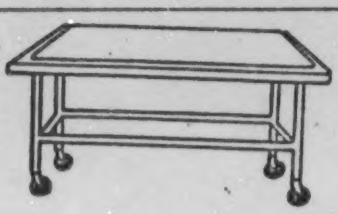

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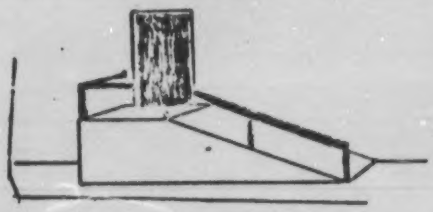


5

MEANING

2 A metal frame that a person uses for help in walking.

3 A device used to help the patient keep his balance when there is general body weakness.

4 A metal table on wheels used to move patients from one place to another. Another name fo a stretcher.

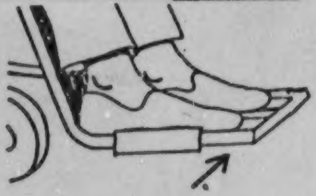
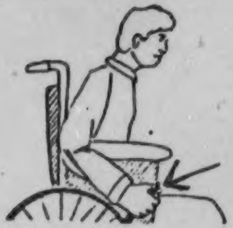
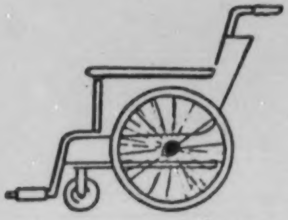
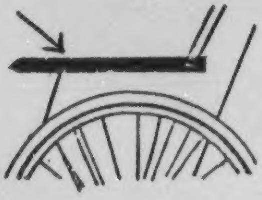
5 A slanting floor or walkway leading from one level to another.

1 A device used to help the patient keep their weight off of an injured foot or leg.

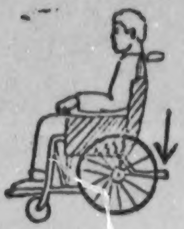
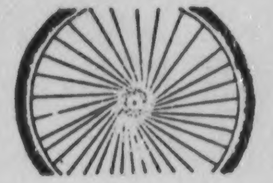
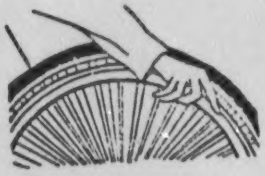
ALLIED HEALTH II
Checkup 11
Lesson 11

Name ______________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
3 wheelchair	 1	1 A flat slat at the bottom of the wheelchair that holds the feet.
1 footplate	 2	4 This part of the wheelchair holds up the arms and the upper half of the body.
2 brake	 3	3 A chair used to move patients from one place to another.
4 armrest	 4	2 Part of the wheelchair that stops it from moving.

ame ______________________ Date ______________________

WORD	PICTURE	MEANING
6 spokes	 5	5 A bar on the wheelchair that is stepped on to help move it over bumps.
5 tipping lever	 6	7 A part of the wheelchair used to move and to steer the wheelchair.
7 handrim	 7	6 Wires that connect the edge of the wheel to the center of the wheel.

ALLIED HEALTH III
Checkup 12
Lesson 12

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD

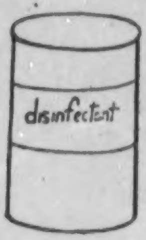
2 polish

4 supply closet

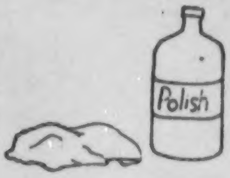
1 disinfectant

3 ammonia

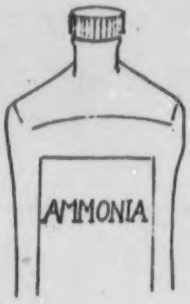
PICTURE


disinfectant

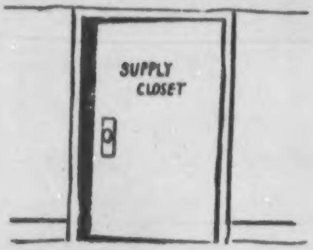
1



2



3


SUPPLY CLOSET

4

MEANING

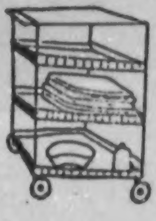
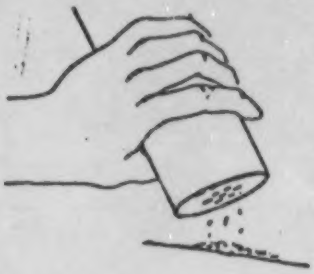
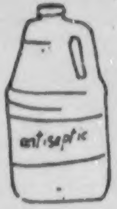
4 A closet where equipment is stored.

3 A strong smelling liquid that is used to remove wax.

2 A cream used for cleaning wood or metal surfaces.

1 A strong solution which kills germs.

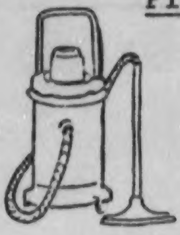
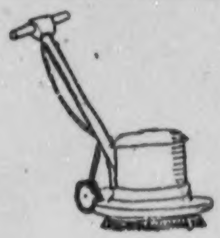
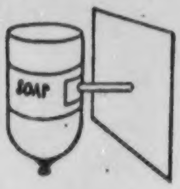
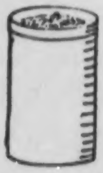
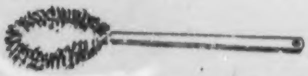
Name ______________________ Date ______________________

WORD	PICTURE	MEANING
6 scouring powder	 5	5 This piece of equipment used to move supplies around the building. It has three shelves.
7 antiseptic	 6	6 A rough powder rubbed on a surface to remove dirt.
5 supply cart	 7	7 A weak cleaning solution.

ALLIED HEALTH III
Checkup 13
Lesson 13

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
3 soap dispenser	 1	2 A machine with a brush that spins to clean the floor.
2 scrubber	 2	5 This brush is used to clean toilets.
5 toilet bowl brush	 3	1 A piece of equipment with a large round drum used to pick up large amounts of spilled liquids.
4 smoke urn	 4	3 A holder for liquid or powdered soap. Soap comes out when a lever is turned.
1 wet vacuum	 5	4 A floor ashtray which often has sand in it.

Checkup 13 (page 2)

Name ______________________ Date ______________________

WORD

8 towel dispenser

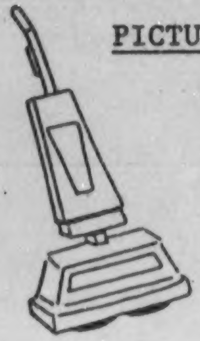
9 polisher

6 shampooer

7 wringer pail

10 buffer

PICTURE



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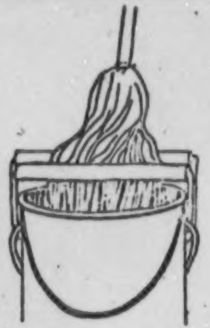
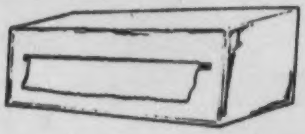
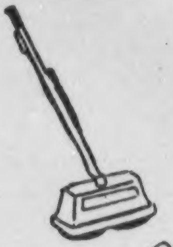


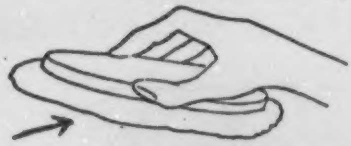
7



8



9



10

MEANING

10 A pad used for polishing.

7 A piece of equipment used to squeeze water out of a mop.

9 A machine used for polishing floors.

6 A machine that has two tanks, one for water and one for detergents. Used to clean carpets.

8 A box mounted on a wall used for holding paper towels.

ALLIED HEALTH III
Checkup 14
Lesson 14

ame ______________________ Date ______________________

ut the number of the picture next to the word AND next to the meaning.

WORD

4 radiator brush

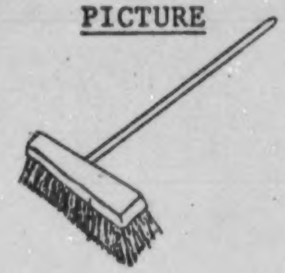
5 deck brush

3 pot brush

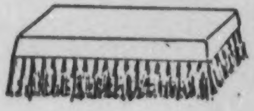
2 scrub brush

1 push broom

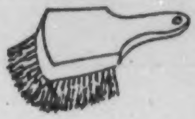
PICTURE



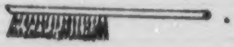
1



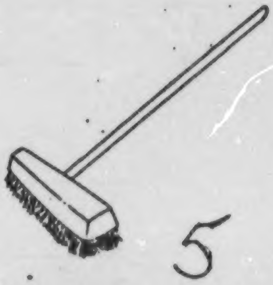
2



3



4



5

MEANING

3 A short handled brush used for scrub cleaning small areas on carpets.

2 A hand brush with a wooden holder used to scrub surfaces.

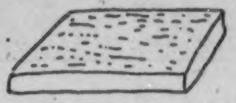
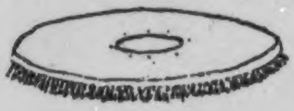
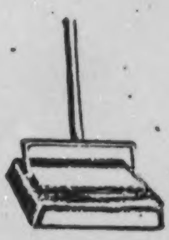
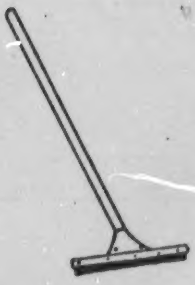
4 A brush used to clean radiators.

1 Wide broom with a long handle used to push dirt and dust.

5 A long handled scrub brush used for wet scrubbing by hand.

Checkup 14 (page 2)

Name ______________________ - Date ______________

WORD	PICTURE	MEANING
8 carpet sweeper	 6	7 A pad on a machine that is used for working on floors. They can be different colors.
9 squeegee	 7	8 A hand operated machine which picks up dirt.
6 nylon hand pad	 8	9 A tool used to clean windows.
7 floor pad	 9	6 A strong pad used for scrubbing hard-to-reach corners and edges.

Checkup 14 (page 3)

Name ______________________ Date ____________________

WORD

13 pile lifter

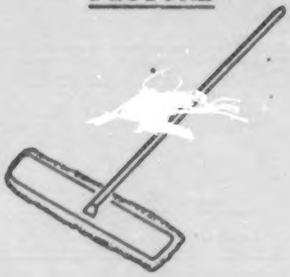
11 applicator

12 pile

10 dust mop

11 crevice tool

PICTURE



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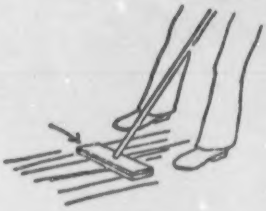

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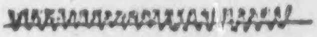
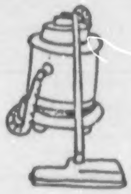


12



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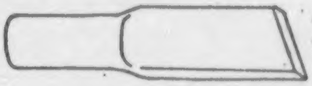

14

MEANING

14 A tool used on a vacuum to get to hard-to-reach places.

13 A special vacuum to lift pile on a carpet and clean it.

11 Mop used to put wax onto a floor.

10 A flat mop used to sweep and pick up dust.

12 The strands that make a carpet or rug thick and soft.

APPENDIX A

PROJECT DESCRIPTION AND PERSONNEL

Project HIRE

PROJECT NUMBER: 498AH70309

PROJECT TITLE: A Curriculum Management System for Instructing the Handicapped (Project HIRE)

GRANT PERIOD: August 15, 1977 to June 30, 1979

PROJECT PERSONNEL:

Dr. David C. Gardner, Director
Chairman, Department of Business and Career Education
Boston University

Dr. Grace Joely Cowan, Associate Director
Senior Research Associate, Department of Business and Career Education
Boston University

Dr. Sue Allen Warren, Project Psychologist
Chairman, Department of Special Education
Boston University

UNIVERSITY STAFF:

Robert Cunningham, Research Assistant
Sheila A. Glynn, Administrative Assistant
Kim R. Gordon, Senior Research Assistant
Jeanne M. Griffith, Secretary
Mary L. Higgins, Senior Research Assistant
David M. Smith, Research Assistant

CURRICULUM TEAMS:

Blue Hills Regional Vocational Technical High School
Sidney Barnsley
William J. Coughlan
Ronald F. Linari

Joseph P. Keefe Technical School
Robert Leonard
James Lynch
Stephen J. McIntosh
William A. Walden, Sr.

Minuteman Regional Vocational Technical School
Janis Broskie
Helen T. Gillam
Richard H. Lee
Gerald H. Less
Pamela A. McInness
James Amara
Nancy McGrath

Whittier Regional Vocational Technical High School
Margaret DeRoche
Nellie Fichera
Kim R. Gordon
Mary L. Higgins
George A. Korn
Patricia Lavin
C. William Leuders

PROJECT OBJECTIVES

The purpose of the project was to develop a curriculum management system for instructing handicapped students enrolled in vocational high schools. A team from each of four vocational technical high schools, consisting of two special needs or resource-room teachers, two vocational teachers, and the director of special needs, worked with university personnel to develop materials in specific vocational areas. Project objectives were to:

1. Develop and test new strategies and standards for utilizing teams of vocational education and special education personnel, supported and directed by university specialists, in the planning, development, and testing of curriculum materials for use in resource rooms as back-up instructional materials for the regular vocational program.

2. Design, develop, field test, and refine these curriculum materials.

3. Disseminate both nationally and locally the findings of the project, including the materials and a description of the management process.

PROJECT PRODUCTS

1. Final Report
2. Curriculum Management Handbook
3. Curriculum Materials

1) Module Areas:

   Allied Health
   - Teacher's Manual
   - Student Dictionaries #1, #2, #3

   Arc Welding
   - Teacher's Manual
   - Student Dictionaries #1, #2, #3

   Culinary Arts
   - Teacher's Manual
   - Student Dictionaries #1, #2, #3

   Graphic Arts
   - Teacher's Manual
   - Student Dictionaries #1, #2, #3

   Upholstery
   - Teacher's Manual
   - Student Dictionaries #1, #2, #3

2) Cassette Tapes for Each Lesson

3) Flash Cards

APPENDIX B

SUMMARY OF FIELD TESTING

SUMMARY OF FIELD TESTING

Five regional vocational technical high schools in Massachusetts participated in the preparation and field testing of the Project HIRE materials in the following trade areas: (1) Allied Health, (2) Arc Welding, (3) Culinary Arts, (4) Graphic Arts, and (5) Upholstery.

A total of 87 students were involved in the field testing of the materials; 52 learning handicapped students, who received instruction with the Project HIRE materials, and 35 regular students enrolled in the same vocational programs who were used as a comparison group. The regular students did not use the HIRE materials but received the same instruction in the vocational shop.

Both the learning handicapped students and the regular students took the same vocabulary tests at the beginning of the field testing period. The learning handicapped students then used the HIRE materials in addition to receiving the in-shop and related instruction with the regular students. Both groups were tested again on the same vocabulary terms at the end of the field testing period. The learning handcicapped students made statistically significant progress on the vocabulary words while the regular students did not. There were significant differences between the two groups, with 65% of the learning handicapped students achieving 100% mastery of the terms while none of the regular students achieved 100% mastery.

Of the learning handicapped students, both learning disabled students and educable mentally retarded students made significant gains on the number of words mastered although more learning disabled students reached 100%

mastery. Most of the learning handicapped students were able to get 100% on a lesson with less than 2 trials; however, the educable mentally retarded students sometimes needed more trials.

A complete and detailed analysis of the field testing procedures and findings is contained in Volume I of the Final Report of Project HIRE, entitled Vocational Curriculum Modification: Teaching Technical Language to Learning Handicapped Students. In addition, a complete description of the curriculum management system used to develop the materials is contained in Volume 2 of the Final Report of Project HIRE, entitled Practical Approaches to Curriculum Development: A Management Handbook. Both volumes are available through the ERIC system and are listed in Resources in Education

APPENDIX C

OCCUPATIONAL INFORMATION AND ENTRY-LEVEL JOBS

APPENDIX C

OCCUPATIONAL INFORMATION IN ALLIED HEALTH[1]

Occupational Outlook

The entry-level occupations described in this section overlap two general occupational areas: health occupations and cleaning and related occupations. Specific occupational outlook information for these positions is not available. However, the occupational outlook for employment in the health fields is expected to grow much faster than the average for all occupations through the mid 1980's. For cleaning occupations, the occupational outlook is good and especially promising for those seeking evening and part-time work. One can deduce from this general information that the likelihood is that entry-level positions in the allied health field will be plentiful through the 1980's and that a great many of the entry-level positions will be in hospitals (hospitals employ over half of the persons in the health fields).

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[1] U.S. Department of Labor, Bureau of Labor Statistics. Occupational Outlook Handbook, 1978-79 Edition. Bulletin No. 1955.

APPENDIX C Continued

Entry-Level Positions

This section contains an alphabetical list of entry-level positions with short job descriptions and D.O.T. codes.[1]

JOB TITLE	D.O.T. CODE	DUTIES
Linen Room Attendant	222.387-030	1. Stores, issues and inventories bed and table linen and uniforms. 2. Segregates, counts and records soiled linen and uniforms. 3. Places items in container for shipment to laundry. 4. Checks cleanliness, etc., of incoming laundered items. 5. Stores clean items on shelf after verification of number and types of items. 6. Fills requisitions by counting, recording items and placing on carts. 7. Conducts monthly and yearly inventories. 8. May mend torn articles or send them out for repairs.
Cleaner, Hospital	323.687-010	1. Cleans hospital wards, rooms, baths, offices, halls, etc. 2. Washes bed frames, brushes, mattresses and remakes beds after patient dismissal. 3. Keeps utility and storage rooms in neat and orderly condition. 4.

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[1] U.S. Department of Labor, Employment and Training Administration, Dictionary of Occupational Titles, Fourth Edition, 1977.

APPENDIX C Continued

JOB TITLE	D.O.T. CODE	DUTIES
Cleaner, Hospital continued	323.687-010	5. May serve meals and remove trays and dishes. 6. May disinfect and sterilize equipment and supplies. 7. May perform other duties (see D.O.T.).
Hospital Entrance Attendant	355.677-014	1. Directs or escorts incoming patients, visitors to specific areas. 2. Carries luggage. 3. Assists patients in walking. 4. Transports nonambulatory patients in wheelchair. 5. Delivers messages. 6. Files papers. (See D.O.T.).
Clothes Room Worker	355.687-010	1. Receives, stores and issues clothing of hospital patients. 2. Hangs clothing on hangers or places on storage racks, shelves. 3. Covers clothing with protective covering. 4. Issues clothing to patients or other workers according to assigned receipt or clothing release slip, etc. 5. May arrange to have clothing cleaned, pressed, laundered.

In addition to above jobs, refer to the generic job descriptions on the following pages for Institutional Cleaner, Wall Cleaner and Floor Waxer.

APPENDIX C Continued

GENERIC JOB DESCRIPTIONS

CLEANER, COMMERCIAL OR INSTITUTIONAL (any ind.) char worker; clean-up worker; housekeeper, janitor; laborer, building maintenance; moppe porter; scrubber; sweeper.

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim and performs duties described in CLEANER (any ind.)I. May cut and trim grass, and shovel snow, using power equipment or handtools. May deliver messages. May transport small equipment or tools between departments. May set up tables and chairs in auditorium or hall. May be designated according to duties performed as HALL CLEANER (hotel & rest.); LIGHT-FIXTURE CLEANER (any ind.); MARBLE CLEANER (any ind.); METAL POLISHER (any ind.); PAINT CLEANER (any ind.); or according to equipment used as SCRUBBING-MACHINE OPERATOR (any ind.).

CLEANER, WALL (any ind.) wallpaper cleaner; wall washer.

Cleans interior walls and ceiling of offices, apartments, and other buildings by hand or by use of wall-washing machine: Cleans walls and ceiling by hand, using sponge and soapy water or chemical solution, or presses lever in nozzle of machine to control flow of solution and moves nozzle fitted with porous pad over surfaces, exerting sufficient pressure to remove dirt and grease. May estimate cost of cleaning walls and submit bids.

WAXER, FLOOR (any ind.)

Cleans, waxes, and polishes floors by hand or machine: Removes dirt and blemishes from floor, using various cleaning solvents and compounds, according to composition of floor. Applies paste or liquid wax to floor with rags or machine. Polishes floor with electric polishing machine or weighted brush.

APPENDIX D

ANNOTATED BIBLIOGRAPHY

ANNOTATED BIBLIOGRAPHY

This is an annotated bibliography of selected materiasl that can be used by special education teachers to supplement general vocabulary and technical vocabulary instruction.

Vocabulary Materials in Allied Health

1. Health Occupations Cluster Model Center Curriculum, Sandra Waller and Gladys Gatfield, Grants Pass School District 7, 223 SE M Street, Grants Pass, OR 97526 (126 pp).

Material is based on the cluster concept and gives a detailed presentation of context, instructional strategies, and evaluation. Modeled for education programs in the Health occupations and geared for students at the 11th and 12th grade levels.

2. I Know--A Vocabulary Game for Medical Assisting. Vocational Technical Curriculum Laboratory/Rutgers, The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08902.

The game is played like the well-known BINGO game. The game is used to familiarize students with terms and definitions. The game provides a good motivation for learning the words as well as a repetitive reinforcing technique. However, both terminology and definitions are written beyond a fourth-grade reading level and the vocabulary itself is more appropriate for a more advanced student who would be working in a medical office.

General Vocabulary Materials

1. Across and Down. Scope/Word Skills 1. Readability 4.0 - 6.0. Scholastic Book Service, 904 Sylvan Avenue, Englewood Cliffs, NJ 07632.
Thirty-seven crossword puzzles that teach basic phonics and build vocabulary. Dictionary and table of contents included as well as abbreviations, spelling and punctuation rules.

2. Basic Reading Vocabulary Levels A and B. Filmstrips, workbooks, teacher's edition. Psychotechnics Inc., 1900 Pickwick Avenue, Glenview, IL 60025.
Level A presents 119 words necessary for reading skill achievement of 1.9. Level B presents 149 words necessary for reading skill achievement of 2.9. Exercise I contains the word list and introduces each word for primary recognition and discussion. Words are presented in sentences structured to develop word meaning. Exercise II reintroduces each word and provides for strong sight-meaning associations and overlearning. Exercise III contains a visual tracking exercise. Exercise IV contains the answers to the visual tracking test and provides a basis for sentence writing.

3. Building Basic English Programs. Language Master - 200 prerecorded cards, Bell & Howell, Audio Visual Products Division, 7100 McCormick Road, Chicago, IL 60645.
These materials can be used with almost any grade level in a variety of subject areas. Set A provides a 200 card "Noun and Everyday Thing" set from the Word-Picture Program and a Usage Manual and blank cards. Set B contains a complete 600 card phonic series with word building and word anslysis techniques. The set also includes 90 blank cards, a usage manual, and a program organizer file.

4. English Development Program Set III - Industrial Supplement. 200 prerecorded cards; readability 4.0 - 6.0. Bell & Howell, Audio Visual Products Division, 7100 McCormick Road, Chicago, IL 60645.
A set of 200 cards for use at Junior and Senior High School levels; also for adults in literacy programs and for those learning English as a second language.

5. The Kaleidoscope Readers. Field Educational Publications. Eight different books with five copies of each and a teaching guide for each.
The series range from second grade reading level to ninth grade. Materiasl present high interest level material. Development of skills include: word attack, vocabulary skills, comprehension skills, study skills, and others.

6. Mast Materials. Mast Development Company, Educational Systems Division, 2212 East 12th Street, Davenport, IA 52803, Individual cassettes for Mast Programmed Reader.
Programmed materials to be used with Mast Programmed Instructor. Subject matter includes dictionary skills, vocabulary building, reading skills, 300 commas, spelling, punctuation, and English for the Spanish speaking.

7. Motorcycle Motorcross, Horses Trail Ride, Dune Buggy Rally. Bowmar, 622 Rodier Drive, Glendale, CA 91201. Two games in each area.

Games to use with the Reading Incentive Program (#10 on this list) to reinforce vocabulary. Two to six players.

8. The New Diagnostic Reading Workbooks - Looking Ahead - Grade 6B. Merill Publishing Company, 1300 Alum Creek Drive, Columbus, OH 43216. Workbooks, 6 copies.

Checking and reinforcement of the reading skills emphasized by basal reading programs. Materials provide a progressive learning pattern as well as graduation of lessons according to difficulty. The exercises center around the following skills: fact comprehension, vocabulary development and word mastery, ability to follow directions, extracting main ideas, and independent thinking and evaluation. Materials range from first to sixth grade levels.

9. Reader's Digest New Reading Skill Builder. Reader's Digest Services, Educational Division, Pleasantville, NY 10578. Books and cassettes. Primary, Intermediate (2-6), Advanced (4-10).

Each skill builder contains controlled readability selections, that are illustrated with full color drawings and photographs as well as exercises and questions. The exercises measure comprehension and interpretation, critical and creative reading, word study, vocabulary and other skills appropriate to grade level.

10. Reading Incentive Language Program. Bowmar, 622 Rodier Drive, Glendale CA 91201. 16 kits, 10 books, 1 filmstrip, 1 cassette, and 1 teacher's guide in each kit.

A low-level vocabulary reading program based on high interest themes to involve the "turned off" student and to provide sequential skill development. Interest levels 3-12th grade. Readability 3.0-5.0.

11. Vocabulary Builder Program - Sets I, II, and III. Bell and Howell Audio Visual Products Division, 7100 McCormick Road, Chicago, IL 60645. 200 prerecorded cards in each set.

Basic, intermediate, and advanced sets may be used from the fourth grade through college level. Each set contains the words to be learned, definitions, and correct pronunciation. Alternate dictionary pronunciations are printed on the front of the card.

12. Word Puzzles and Mysteries. Scope Word Skills 2/Scholastic Book Service, 904 Sylvan Avenue, Englewood Cliffs, NJ 07632. Readability 4.0 - 6.0.

A paperbound exercise book with 20 crossword puzzles and 15 word games to develop vocabulary and reinforce spelling. Sixteen mystery stories use the close method of filling blanks to develop stronger identification of the parts of speech.

Prepared by:
Kim Gordon
Research Assistant, Project HIRE

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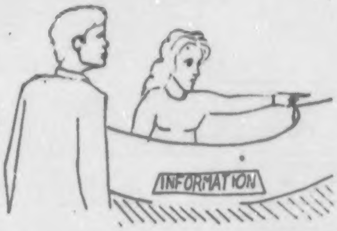
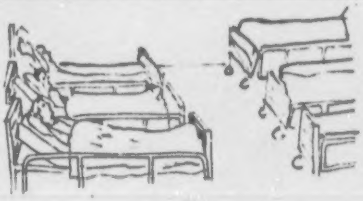
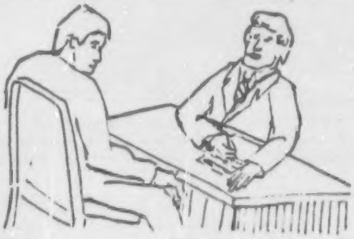
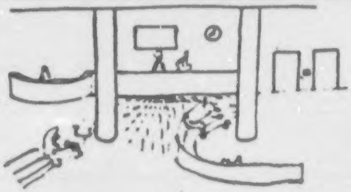
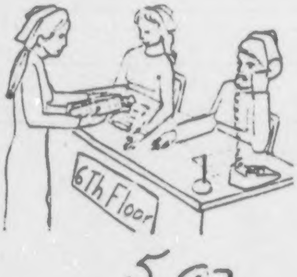
ALLIED HEALTH I
Checkup I
Lesson I

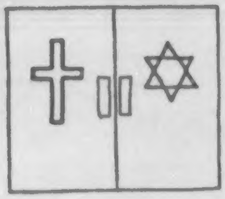
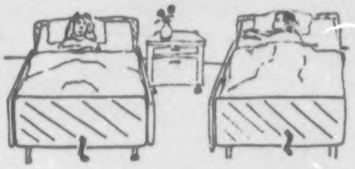
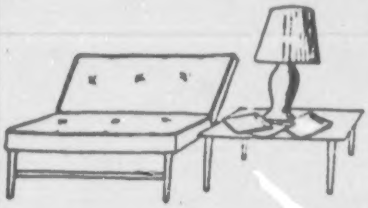
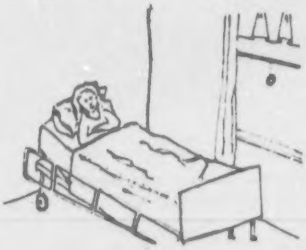
Name ______________________________ Date ____________________

Put the number of the picture next to the word AND next to the meaning. The first one is done for you.

WORD	PICTURE	MEANING
______ nurse's station	 1	______ Area in the hospital where people can find out about patients.
______ ward	 2	______ Family and friends of patients can wait here until they go to visit.
______ information desk	 3	______ Big area of the hospital where more than two patients stay.
______ admissions	 4	______ Records of each patient are kept here. Each floor has one.
______ lobby	 5 	______ A sick person goes to this area to be checked in.

Checkup 1 (page 2)

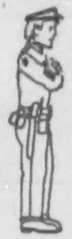
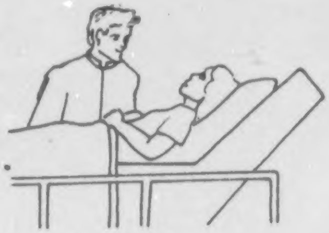
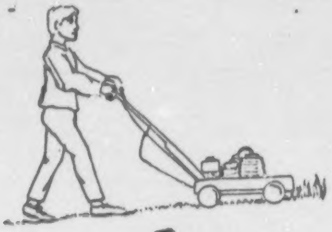
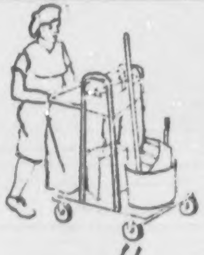
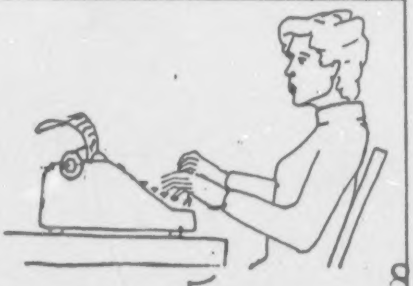
Name ____________________ Date ____________________

WORD	PICTURE	MEANING
______ semi-private room	 6	______ A room in the hospital where only one patient recovers.
______ patient lounge		______ A place in the hospital where people go to pray.
______ private room	 7	______ A room in the hospital where two patients stay.
______ chapel	 8	______ An area patients in the hospital go to read or talk with other patients or visitors.
	 9	

ALLIED HEALTH I
Checkup 2
Lesson 2

Name ______________________________ Date ________________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ maintenance worker	 1	______ A person who cleans the hospital and rooms.
______ ward secretary	 2	______ A person in the hospital who prays with people.
______ housekeeper	 3	______ A person who fixes machines and does repairs in the hospital.
______ police security	 4	______ A person who keeps the patient records.
______ chaplain	 5	______ The staff in the hospital who helps keep it safe for patients and staff.

Checkup 2 (page 2)

Name ______________________________ Date ________________________

WORD

_____ volunteer

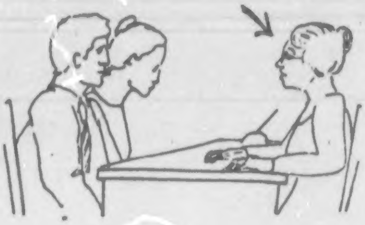
_____ social worker

_____ transport aide

_____ dispatcher

_____ admitting officer

PICTURE



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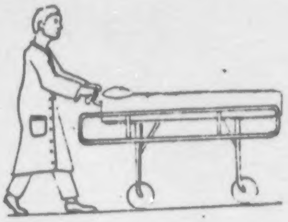

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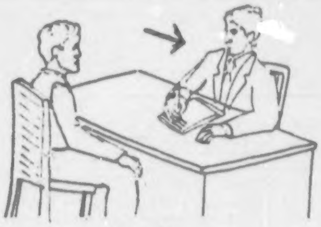

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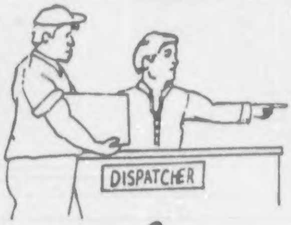

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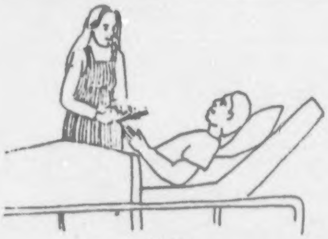


10

MEANING

_____ A person in the hospital who helps people with personal problems.

_____ The person in the hospital who takes a patient's history and then admits the patient into the hospital.

_____ A person in the hospital who works without pay.

_____ This person moves patients and supplies to different parts of the hospital.

_____ The person in charge of the transportation department. He/she moves people or packages.

ALLIED HEALTH I
Checkup 3
Lesson 3

Name ______________________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD

______ operating room technician

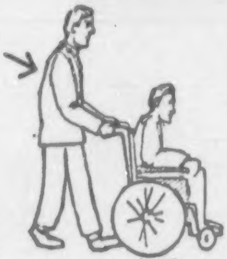
______ orderly

______ physical therapist

______ nurse

______ nurse's aide

PICTURE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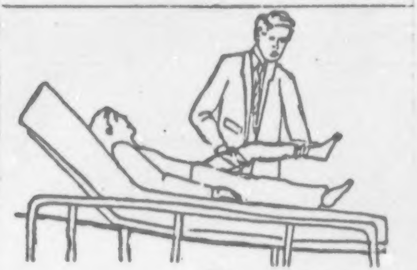
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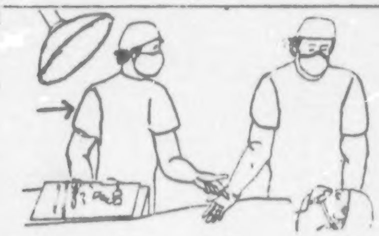
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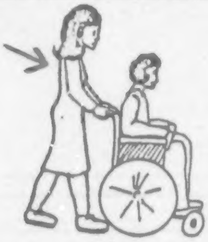
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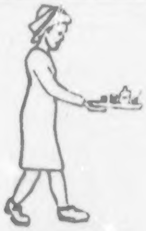

5

MEANING

______ A staff member who works with the patient to help them make their muscles stronger.

______ A very special person in the hospital who helps the patient get better.

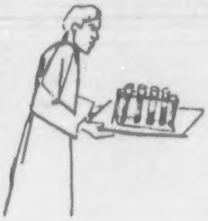
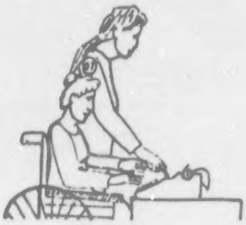
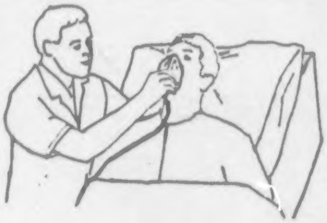
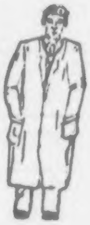
______ A person who helps doctors and nurses during an operation.

______ A person who helps nurses and doctors with female patients.

______ A person who helps nurses and doctors with male patients.

Checkup 3 (page 2)

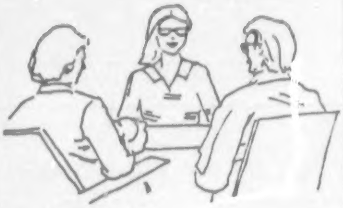
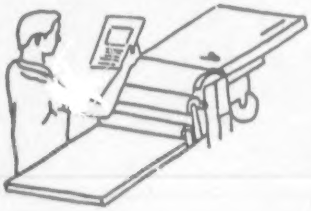
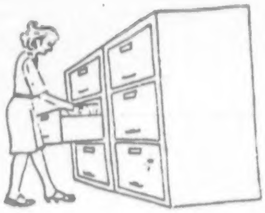
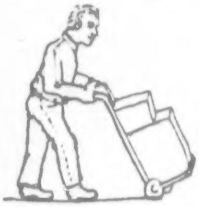
Name ______________________________ Date ________________________

WORD	PICTURE	MEANING
______ respiratory therapist	 6	______ This person helps those patients in the hospital learn skills for a new job in the working world.
______ occupational therapist		______ One or more persons who treat and help cure sick patients.
______ doctor	 7	______ A person in the hospital who helps do blood tests.
______ lab technician	 8	______ A person that helps the patient who has trouble breathing.
	 9	

ALLIED HEALTH I
Checkup 4
Lesson 4

Name ______________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
_____ transportation department	 1	_____ This is the place where patients get help with home problems.
_____ social services department	 2	_____ Medical record forms are made here.
_____ printing department	 3	_____ The department in the hospital where information about patients is kept.
_____ records department	 4	_____ This department is in charge of moving patients and supplies from one place to another.

Checkup 4 (page 2)

Name ______________________________ Date __________________________

WORD

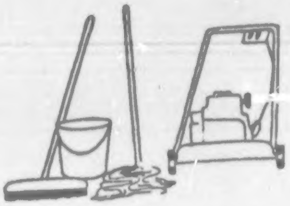
_____ gift shop

_____ maintenance department

_____ central supply

_____ purchasing department

PICTURE



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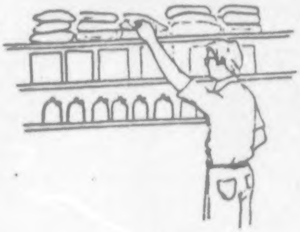

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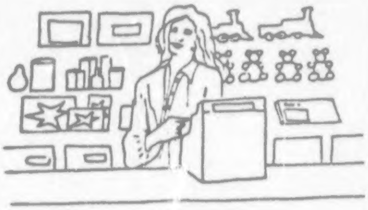

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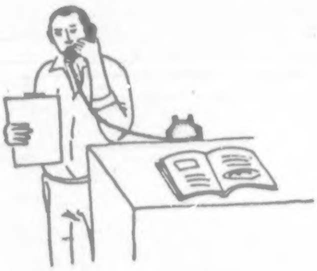


8

MEANING

_____ The department that takes care of the hospital building and grounds.

_____ The place in the hospital where supplies are kept.

_____ A hospital store where people can buy presents, magazines, and other things for patients.

_____ Equipment and other things for the hospital are bought in this department.

Checkup 4 (page 3)

Name ______________________________ Date ________________________

WORD

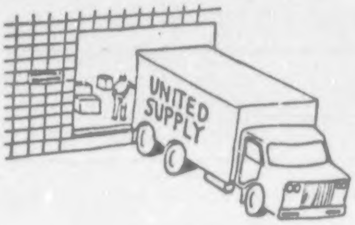
______ shipping/receiving department

______ personnel department

______ dietary department

______ administrative offices

PICTURE



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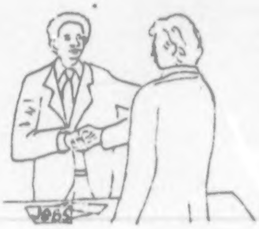

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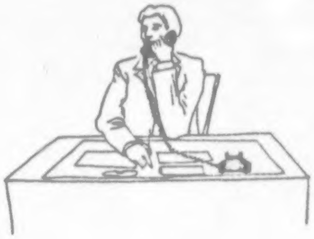

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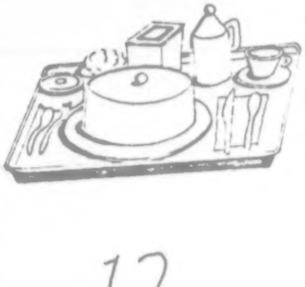


12

MEANING

______ The office that hires hospital workers.

______ Department where patients' meals are prepared.

______ These are the offices for people who run the hospital.

______ This department in the hospital is where things are delivered.

ALLIED HEALTH II
Checkup 5
Lesson 5

Name ______________________________ Date ________________________

Put the number of the picture next to the word AND next to the meaning.

WORD

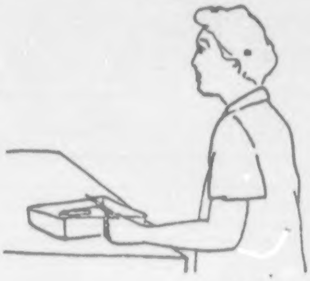
_____ audiology department

_____ pathology department

_____ cardiology department

_____ dermatology department

PICTURE



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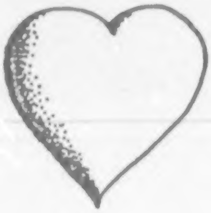

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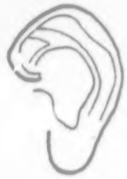

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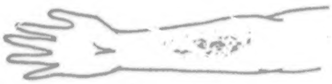


4

MEANING

_____ Department where doctors study parts of the body to find out what illness the patient has.

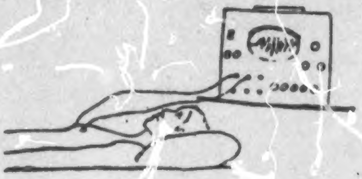
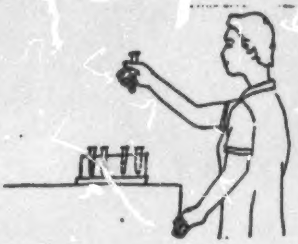
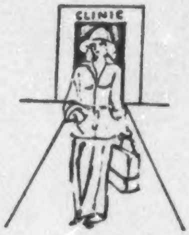
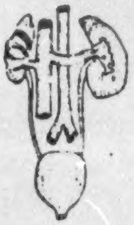
_____ Department where people with heart trouble get help.

_____ Department where people who have skin problems go for help.

_____ Department where people go for help with ear, nose, and throat problems.

Checkup 5 (page 2)

Name ______________________ Date ______________________

WORD	PICTURE	MEANING
______ outpatient clinic	 5	______ Area in the hospital where tests are done to check how strong a patient's heart is.
______ EKG department	 6	______ Department where patients with kidney problems are treated.
______ urology department	 7	______ A place where tests are done to find out what illness a patient has.
______ clinical laboratory	 8	______ Clinic in the hospital where people are treated but do not have to stay overnight.

Checkup 5 (page 3)

Name ______________________ Date ______________________

WORD

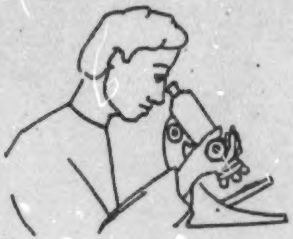
______ hematology department

______ x-ray department

______ opthalmology department

______ bacteriology department

PICTURE



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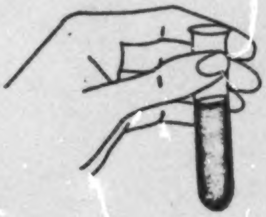

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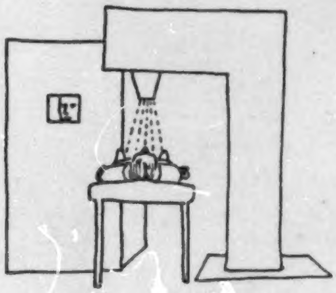

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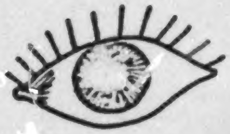


12

MEANING

______ Department where pictures of the insides of the body are made.

______ Department where people go for help with eye problems.

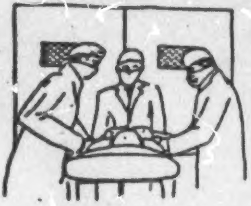
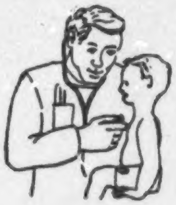
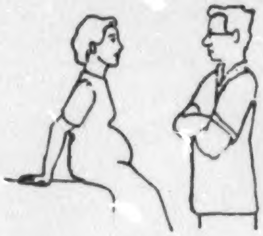
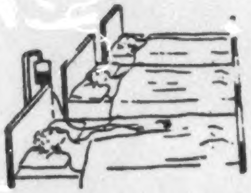
______ Department where germs are studied for specific diseases.

______ Department in the hospital where blood is checked for signs of illness.

ALLIED HEALTH II
Checkup 6
Lesson 6

Name ______________________________ Date ___________________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ pediatrics unit	 1	______ This unit of the hospital takes care of women who are having babies.
______ obstetrics unit	 2	______ Room where patients who have just had surgery are cared for.
______ recovery room	 3	______ Another word for operation.
______ surgery	 4	______ Area of the hospital where doctors take care of children who are sick.

Checkup 6 (page 2)

Name ______________________________ Date ________________________

WORD

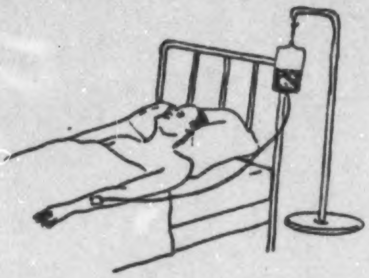
______ operating room

______ intensive care unit

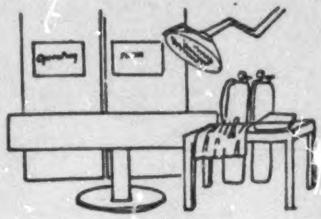
______ geriatrics unit

______ respiratory care unit

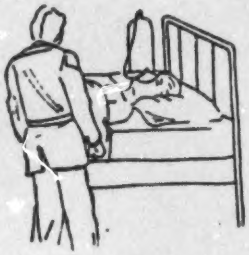
PICTURE



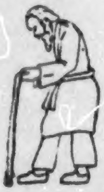
5



6



7



8

MEANING

______ This unit cares for elderly patients.

______ This area of the hospital helps people with breathing trouble.

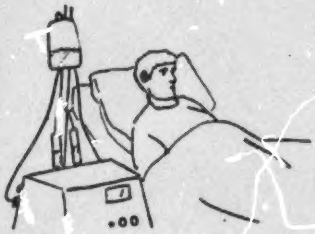
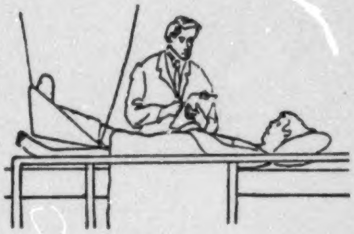
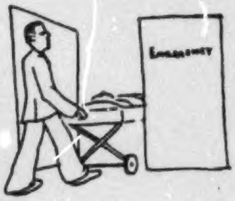
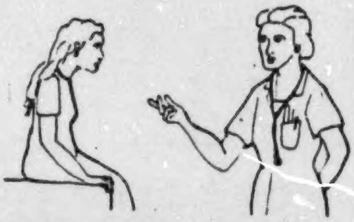
______ The room in the hospital where surgery is done.

______ This unit is for very sick patients. They are watched very closely by staff members.

ALLIED HEALTH II
Checkup 7
Lesson 7

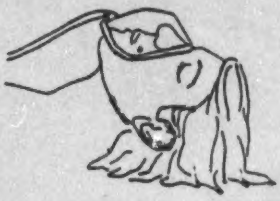
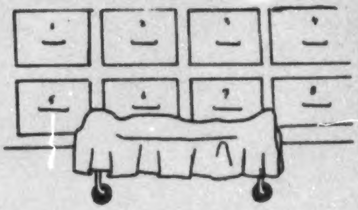
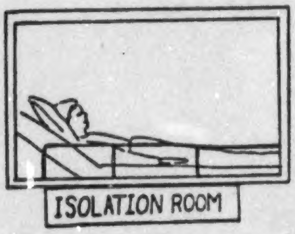
Name ________________________ Date ____________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ emergency room	 1	______ This unit helps people with kidney problems.
______ dialysis unit	 2	______ The department where doctors take care of people with bone or muscle problems.
______ orthopedic unit	 3	______ This unit helps only women who are in need of checkups and will treat them for diseases.
______ gynecology unit	 4	______ The place for treating people who have been in accidents and need help quickly.

Checkup 7 (page 2)

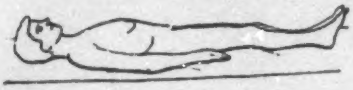
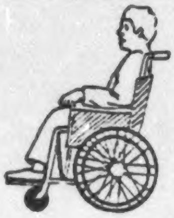
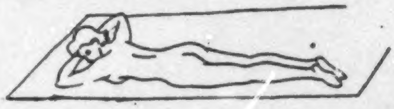
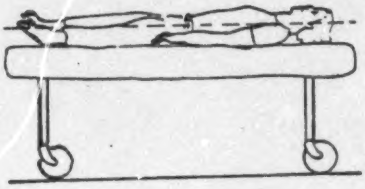
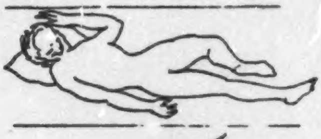
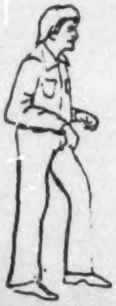
Name ______________________________ Date ______________________________

WORD	PICTURE	MEANING
______ morgue	 5	______ A place where doctors discuss injections patients get during an operation.
______ anesthesiology department	 6	______ This room is for people who have an illness that other people can catch and they stay alone until recovered.
______ isolation room	 7	______ The place where bodies of patients who have died are taken.

ALLIED HEALTH II
Checkup 8
Lesson 8

Name ______________________________ Date ______________________________

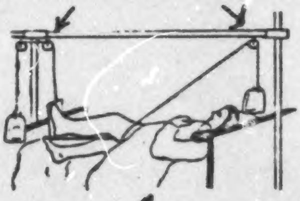
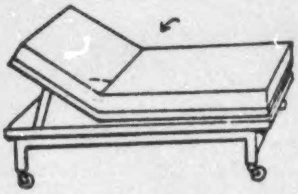
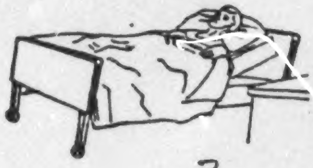
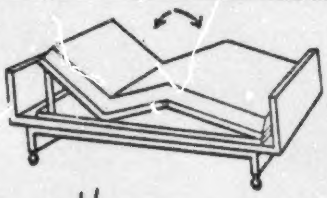
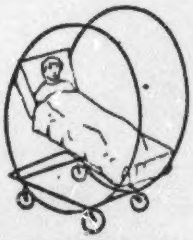
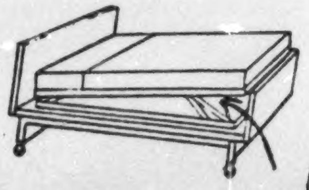
Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ ambulatory	 1	______ To lie on the back with the face up.
______ sim's position	 2	______ To lie flat on the stomach with the face down.
______ supine	 3	______ A patient who cannot walk and needs help.
______ prone	 4	______ The body is in a straight line.
______ non-ambulatory	 5	______ When a patient is able to walk.
______ alignment	 6	______ The normal sleeping position when the patient is on the left side with the right arm and leg bent.

ALLIED HEALTH II
Checkup 9
Lesson 9

Name ______________________________ Date ____________________________

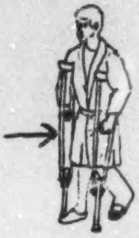
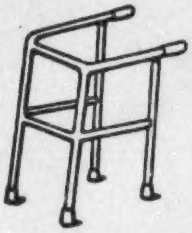
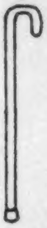
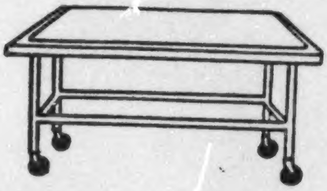
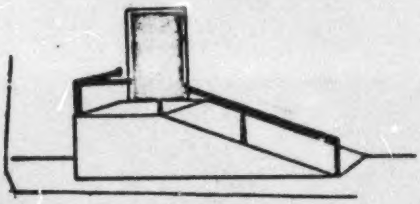
Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ stryker frame	 1	______ A position where the body is raised higher than the head.
______ trendelenberg	 2	______ A position placing the patient so that the head is raised higher than the feet.
______ traction	 3	______ A person remains in bed during sickness.
______ semi-fowler's position	 4	______ A bed that can be turned to any position and is on a round wheel-like frame.
______ bedrest	 5	______ Equipment used to lift an arm or leg and keep it straight.
______ fowler's position	 6	______ A position placing the patient so that they are half-sitting with knees bent.

ALLIED HEALTH II
Checkup 10
Lesson 10

Name ______________________________ Date ________________________

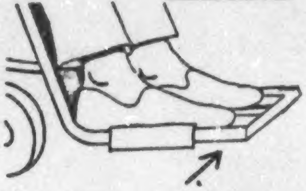
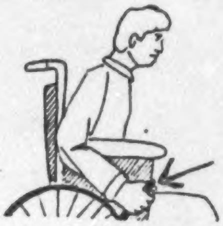
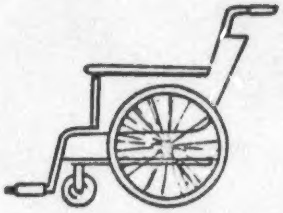
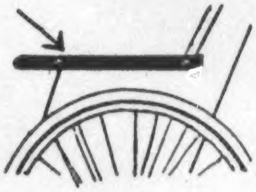
Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
______ ramp	 1	______ A metal frame that a person uses for help in walking.
______ crutch	 2	______ A device used to help the patient keep his balance when there is general body weakness.
______ walker	 3	______ A metal table on wheels used to move patients from one place to another. Another name fo a stretcher.
______ cane	 4	______ A slanting floor or walkway leading from one level to another.
______ gurney	 5	______ A device used to help the patient keep their weight off of an injured foot or leg.

ALLIED HEALTH II
Checkup 11
Lesson 11

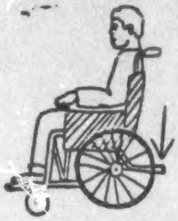
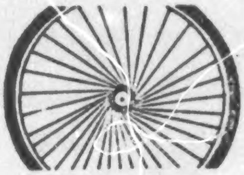
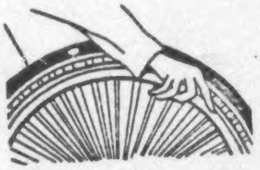
Name ______________________________ Date ______________________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
_____ wheelchair	 1	_____ A flat slat at the bottom of the wheelchair that holds the feet.
_____ footplate	 2	_____ This part of the wheelchair holds up the arms and the upper half of the body.
_____ brake	 3	_____ A chair used to move patients from one place to another.
_____ armrest	 4	_____ Part of the wheelchair that stops it from moving.

Checkup 11 (page 2)

Name ______________________ Date ______________________

WORD	PICTURE	MEANING
______ spokes	 5	______ A bar on the wheelchair that is stepped on to help move it over bumps.
______ tipping lever	 6	______ A part of the wheelchair used to move and to steer the wheelchair.
_____ handrim	 7	______ Wires that connect the edge of the wheel to the center of the wheel.

ALLIED HEALTH III
Checkup 12
Lesson 12

Name ______________________________ Date ______________________

Put the number of the picture next to the word AND next to the meaning.

WORD

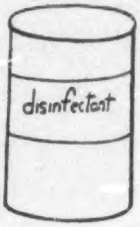
______ polish

______ supply closet

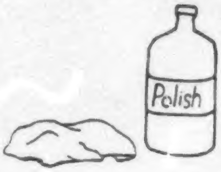
______ disinfectant

______ ammonia

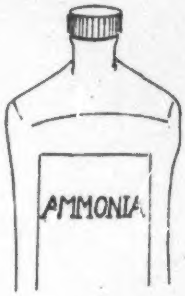
PICTURE


disinfectant

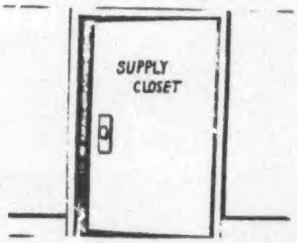
1



2



3


SUPPLY
CLOSET

4

MEANING

______ A closet where equipment is stored.

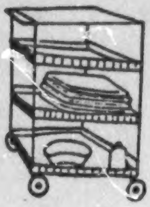
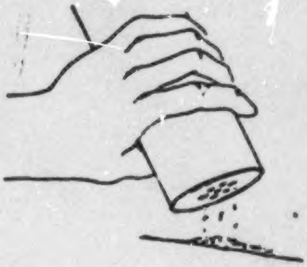
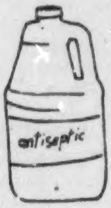
______ A strong smelling liquid that is used to remove wax.

______ A cream used for cleaning wood or metal surfaces.

______ A strong solution which kills germs.

Checkup 12 (page 2)

Name ______________________ Date ______________

WORD	PICTURE	MEANING
_____ scouring powder	 5	_____ This piece of equipment used to move supplies around the building. It has three shelves.
_____ antiseptic	 6	_____ A rough powder rubbed on a surface to remove dirt.
_____ supply cart	 7	_____ A weak cleaning solution.

ALLIED HEALTH III
Checkup 13
Lesson 13

Name ______________________________ Date ________________________

Put the number of the picture next to the word AND next to the meaning.

WORD

______ soap dispenser

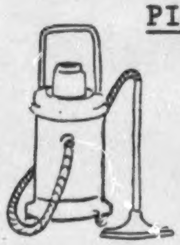
______ scrubber

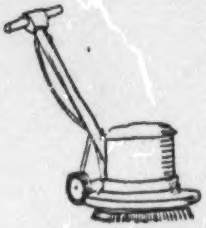
______ toilet bowl brush

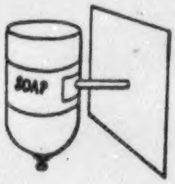
______ smoke urn

______ wet vacuum

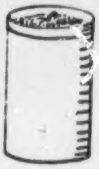
PICTURE

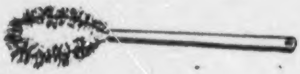

1


2



3


4


5

MEANING

______ A machine with a brush that spins to clean the floor.

______ This brush is used to clean toilets.

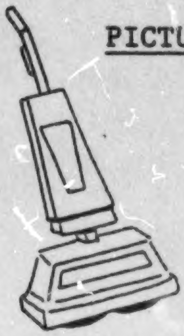
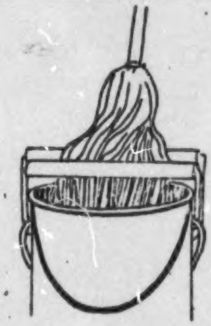
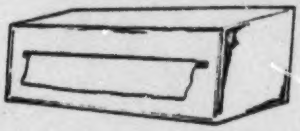
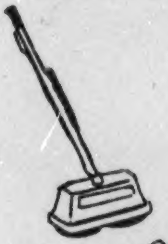
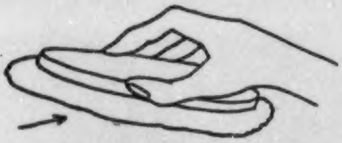
______ A piece of equipment with a large round drum used to pick up large amounts of spilled liquids.

______ A holder for liquid or powdered soap. Soap comes out when a lever is turned.

______ A floor ashtray which often has sand in it.

Checkup 13 (page 2)

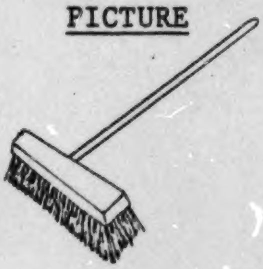
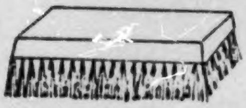
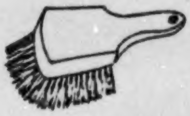
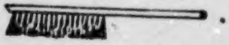
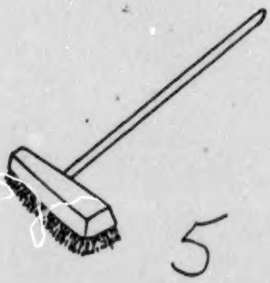
Name ______________________ Date ______________________

WORD	PICTURE	MEANING
______ towel dispenser	 6	______ A machine that shines the floor.
______ polisher		______ A piece of equipment used to squeeze water out of a mop.
______ shampooer	 7	______ A pad used for polishing.
______ wringer pail	 8	______ A machine that has two tanks, one for water and one for detergents. Used to clean carpets.
______ buffer	 9	______ A box mounted on a wall used for holding paper towels.
	 10	

ALLIED HEALTH III
Checkup 14
Lesson 14

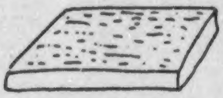
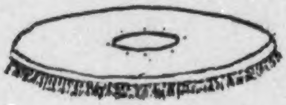
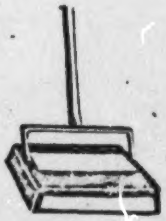
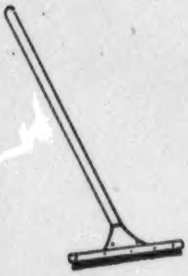
Name ______________________________ Date ____________________

Put the number of the picture next to the word AND next to the meaning.

WORD	PICTURE	MEANING
_____ radiator brush	 1	_____ A short handled brush used for scrub cleaning small areas on carpets.
_____ deck brush	 2	_____ A hand brush with a wooden holder used to scrub surfaces.
_____ pot brush	 3	_____ A brush used to clean radiators.
_____ scrub brush	 4	_____ Wide broom with a long handle used to push dirt and dust.
_____ push broom	 5	_____ A long handled scrub brush used for wet scrubbing by hand.

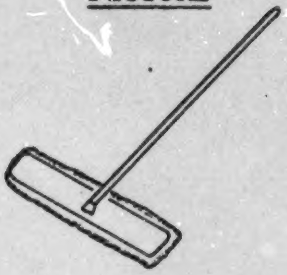
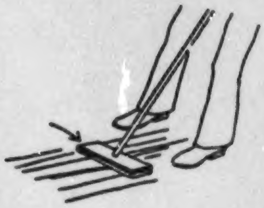
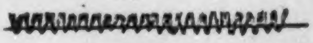
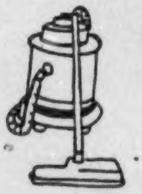
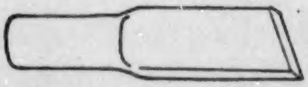
Checkup 14 (page 2)

Name ______________________________ Date ________________________

WORD	PICTURE	MEANING
______ carpet sweeper	 6	______ A pad on a machine that is used for working on floors. They can be different colors.
______ squeegee	 7	______ A hand operated machine which picks up dirt.
______ nylon hand pad		______ A tool used to clean windows.
______ floor pad	 8	______ A strong pad used for scrubbing hard-to-reach corners and edges.
	 9	

Checkup 14 (page 3)

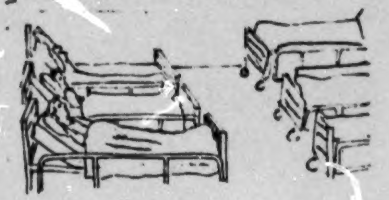
Name ______________________ Date ______________________

WORD	PICTURE	MEANING
_____ pile lifter	 10	_____ A tool used on a vacuum to get to hard-to-reach places.
_____ applicator	 11	_____ A special vacuum to lift pile on a carpet and clean it.
_____ pile	 12	_____ Mop used to put wax onto a floor.
_____ dust mop	 13	_____ A flat mop used to sweep and pick up dust.
_____ crevice tool	 14	_____ The strands that make a carpet or rug thick and soft.

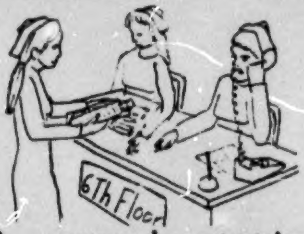
ALLIED HEALTH I
Activity 1
Lesson 1

Name ______________________________ Date ________________________

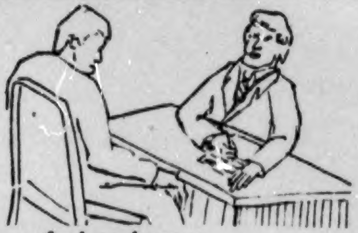
Match the picture and the meaning. Put the right number on the line beside the meaning.



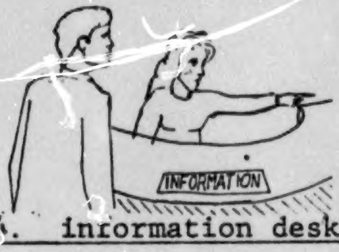
1. ward



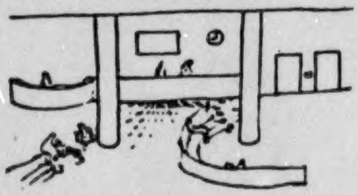
2. nurse's station



3. admissions



4. information desk



5. lobby

_____ A big room in the hospital where more than two people stay.

_____ The information desk is located here. Family and friends of patients can wait here.

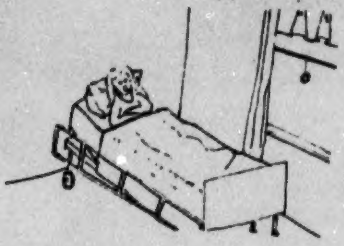
_____ A place where a sick person goes to be checked into the hospital.

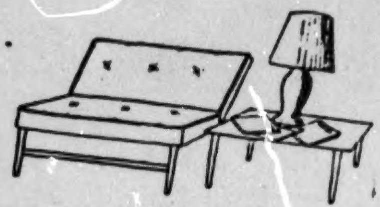
_____ Records of each patient are kept here. Each floor in a hospital has this station.

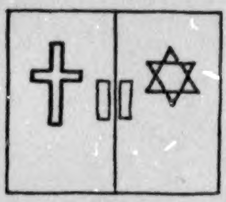
_____ A place where people can find out about the patients in the hospital.

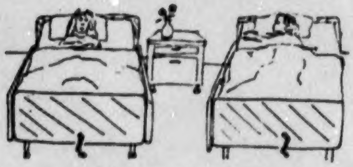
Activity 1 (page 2)

Name ______________________________ Date ________________________


6. private room


7. patient lounge


8. chapel


9. semi-private room

______ A place in the hospital where people can pray.

______ A room in the hospital where two people stay.

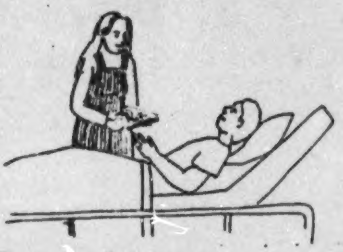
______ This place gives patients a chance to read or talk with patients or visitors.

______ A room in the hospital where only one patient stays.

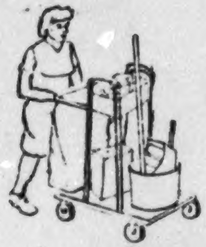
ALLIED HEALTH I
Activity 2
Lesson 2

Name ______________________________ Date ______________________

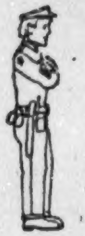
Match the picture and the meaning. Put the right number on the line beside the meaning.



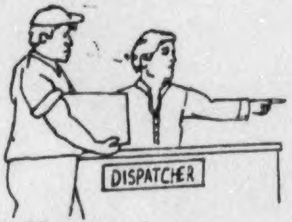
1. volunteer



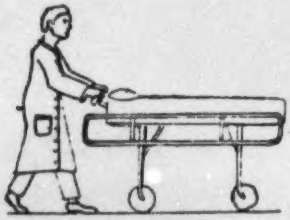
2. housekeeper



3. police security



4. dispatcher



5. transport aide

______ The person who is in charge of the transportation department. He or she tells where to move people or packages.

______ This person works in the hospital but receives no pay for his services.

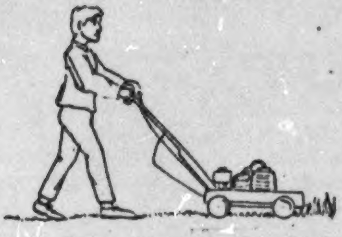
______ This person moves patients and supplies to different parts of the hospital.

______ This person helps keep the hospital safe for patients and staff.

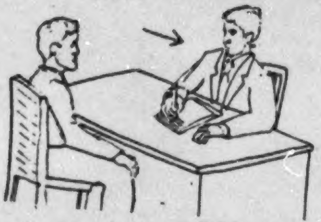
______ A person who cleans the hospital and the rooms of patients.

Activity 2 (page 2)

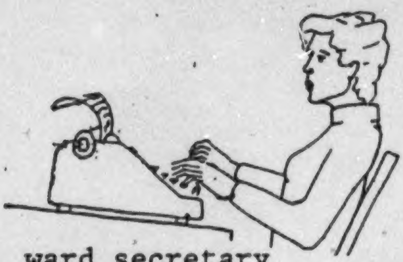
Name ______________________________ Date ________________________



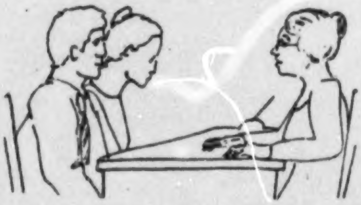
6. maintenance worker



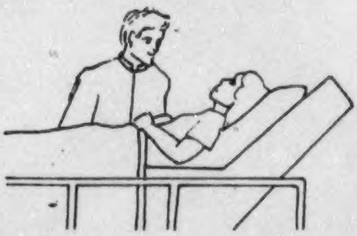
7. admitting officer



8. ward secretary



9. social worker



10. chaplain

______ A person who prays with people in the hospital.

______ A person who keeps the patient records.

______ The person in the hospital who fixes machines and does repairs in the hospital.

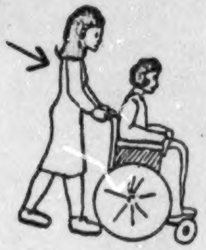
______ The person takes a patient's history and then admits the patient.

______ When a person has personal problems this worker helps those people.

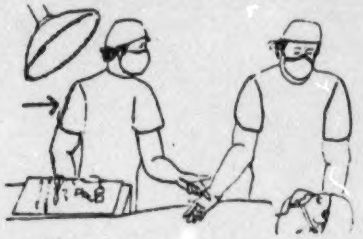
ALLIED HEALTH I
Activity 3
Lesson 3

Name ______________________________ Date _______________________

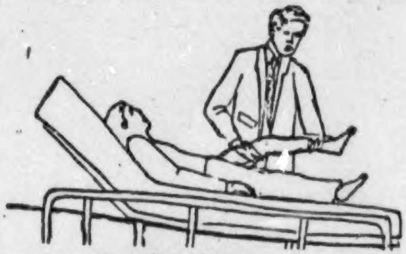
Match the picture and the meaning. Put the right number on the line beside the meaning.



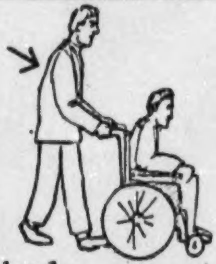
1. nurse's aide



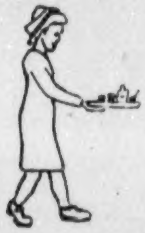
2. operating room technician



3. physical therapist



4. orderly



5. nurse

_____ A person who is helping sick patients get better.

_____ A person who helps nurses and doctors with male patients.

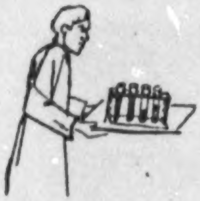
_____ A person who helps doctors and nurses during an operation.

_____ This therapist works with the patient to help their muscles get strong.

_____ This person helps nurses and doctors with female patients.

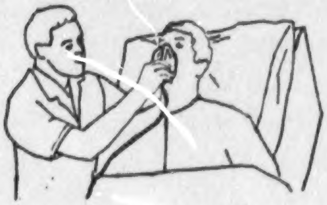
Activity 3 (page 2)

Name ______________________________ Date ________________________

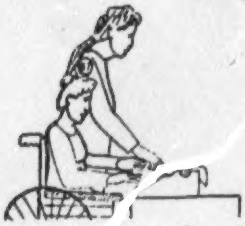


6. lab technician

7. doctor



8. respiratory therapist



9. occupational therapist

_____ This person helps those patients in the hospital learn skills for a new job in the working world.

_____ A person who helps to do blood tests.

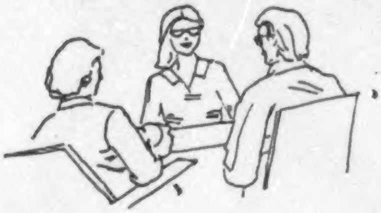
_____ One or more persons who treat and help cure sick patients.

_____ When patients have trouble breathing this person uses breathing machines and exercises to make them feel better.

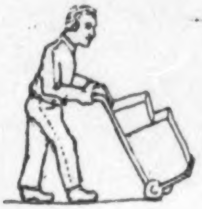
ALLIED HEALTH I
Activity 4
Lesson 4

Name ______________________________ Date ______________________

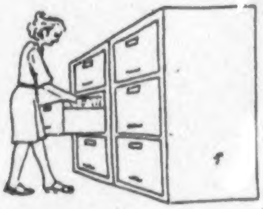
Match the picture and the meaning. Put the right number on the line beside the meaning.



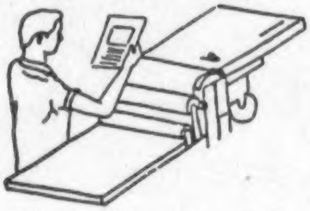
1. social services department



2. transportation department



3. records department



4. printing department

_____ This area is in charge of moving patients and supplies from one place to another.

_____ A place where information about patients is kept.

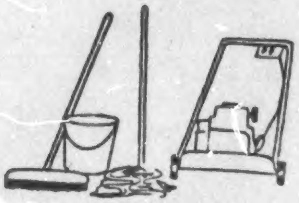
_____ The place where patients can go for help with their personal problems.

_____ Where medical record forms are made.

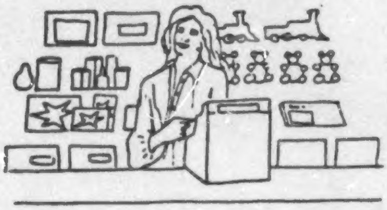
Activity 4 (page 2)

Name ______________________________ Date ______________________

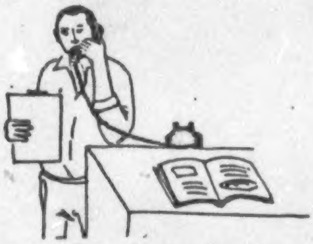
Match the picture and the meaning. Put the right number on the line beside the meaning.



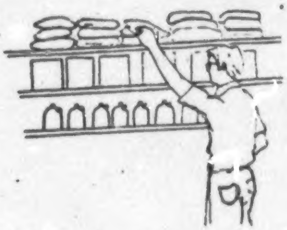
5. maintenance department



6. gift shop



7. purchasing department



8. central supply

______ A hospital store where people can buy presents, magazines, and other things for patients.

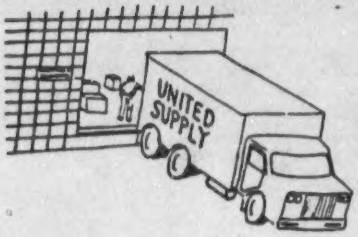
______ The place where hospital supplies are kept.

______ This department takes care of the hospital buildings and grounds.

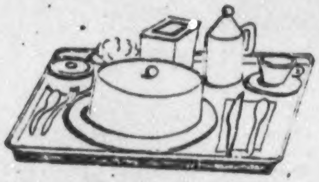
______ An office where things for the hospital are ordered and paid for.

Activity 4 (page 3)

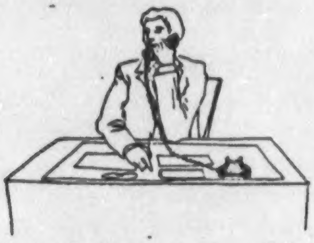
Name ______________________________ Date ____________________



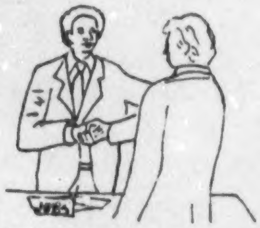
9. shipping/receiving department



10. dietary department



11. administrative offices



12. personnel department

_____ Offices of people who run the hospital.

_____ A place where patients' meals are prepared.

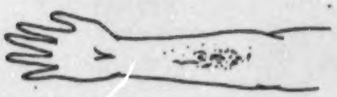
_____ The office that hires hospital workers.

_____ Area where things used in the hospital are delivered.

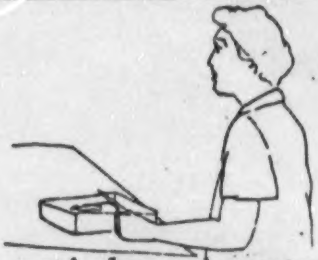
ALLIED HEALTH I
Activity 5
Lesson 5

Name ______________________________ Date ________________________

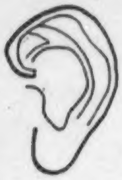
Match the picture and the meaning. Put the right number on the line beside the meaning.



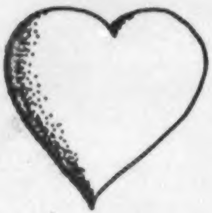
1. dermatology department



2. pathology department



3. audiology department



4. cardiology department

_____ The department where people go for help with ear, nose, and throat problems.

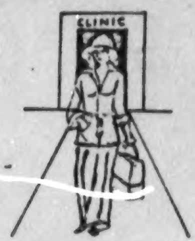
_____ People with heart trouble get help in this department.

_____ People with skin problems go to this department for help.

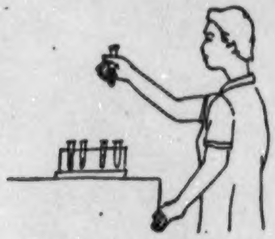
_____ In this department doctors study parts of the body to find out what illness the patient has.

Activity 5 (page 2)

Name ______________________________ Date ______________________

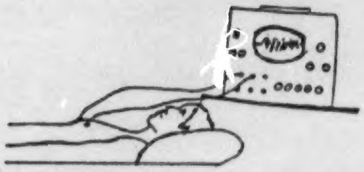


5. outpatient clinic



6. clinical laboratory

7. urology department



8. EKG department

_____ Patients go to this department to help cure their kidney problems

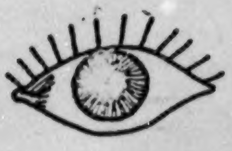
_____ The place where tests are done to check how strong a patient's heart is.

_____ Clinic where people are treated without having to stay overnight.

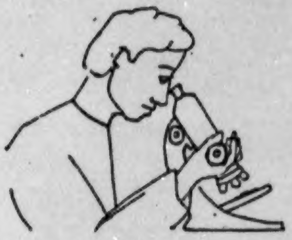
_____ A place where tests are done to find out what illness a patient has.

Activity 5 (page 3)

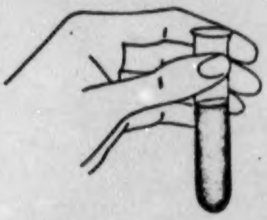
Name ______________________________ Date ____________________



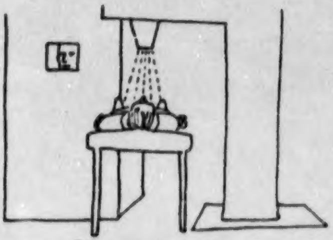
9. opthalmology department



10. bacteriology department



11. hematology department



12. x-ray department

_____ Department where pictures of the insides of the body are made.

_____ This is the place people with eye problems go for treatment.

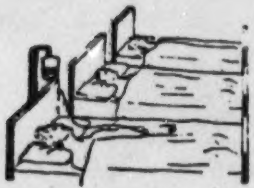
_____ The place in the hospital where germs are studied.

_____ The department where blood is checked for signs of sickness.

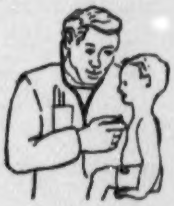
ALLIED HEALTH I
Activity 6
Lesson 6

Name ______________________________ Date ______________________

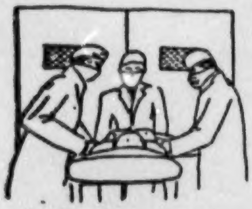
Match the picture and the meaning. Put the right number on the line beside the meaning.



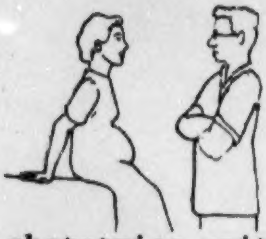
1. recovery room



2. pediatrics unit



3. surgery



4. obstetrics unit

______ Unit that deals with women who are having babies.

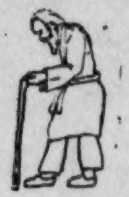
______ Where patients who have just had surgery are cared for.

______ Unit where doctors take care of children who are sick.

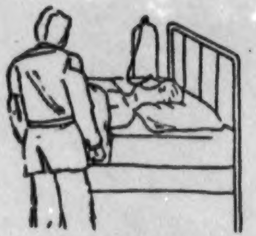
______ An operation.

Activity 6 (page 2)

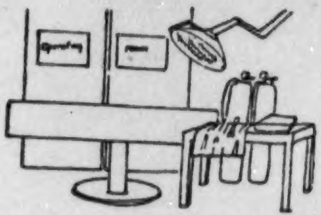
Name ______________________________ Date ______________________



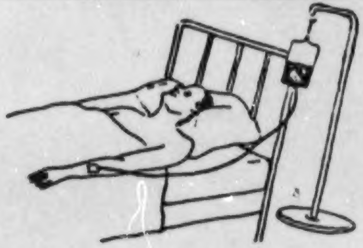
5. geriatrics unit



6. respiratory care unit



7. operating room



8. intensive care unit

______ A place where surgery is done by doctors and nurses.

______ This unit is for very sick patients. They are closely watched by hospital staff members.

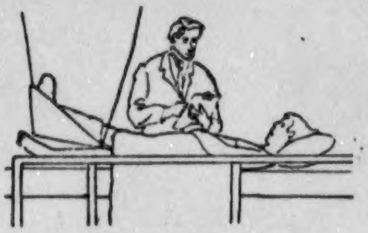
______ This unit is where doctors take care of the elderly.

______ A place where people with breathing trouble can be helped.

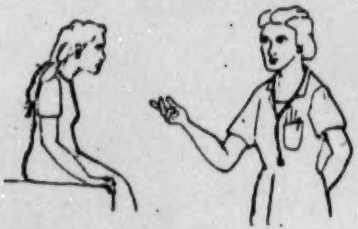
ALLIED HEALTH I
Activity 7
Lesson 7

Name ______________________________ Date ______________________

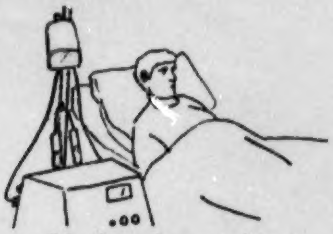
Match the picture and the meaning. Put the right number on the line beside the meaning.



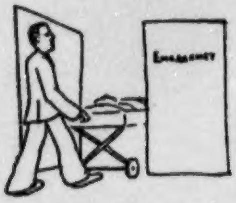
1. orthopedic unit



2. gynecology unit



3. dialysis unit



4. emergency room

______ A unit for women only. A place that treats only women with physical problems and helps women keep in good health through check-ups.

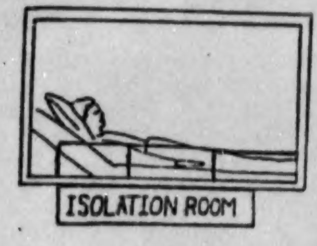
______ Unit where people with kidney problems are treated.

______ A floor or department where doctors take care of people with bone or muscle problems.

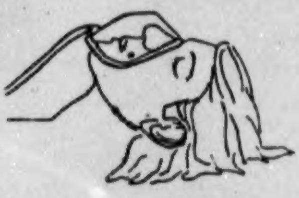
______ A place in the hospital for treating people who have been in serious accidents or need help quickly.

Activity 7 (page 2)

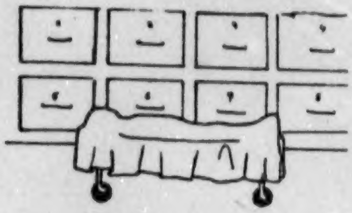
Name ______________________________ Date ______________________



5. isolation room



6. anesthesiology department



7. morgue

_____ A place where the bodies of patients who have died are taken.

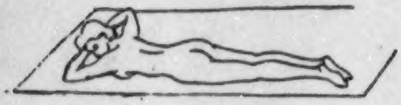
_____ Room for people who have an illness that other people can catch. They are kept away from other patients in the hospital.

_____ Area where doctors meet to talk about how a patient will be put to sleep for an operation.

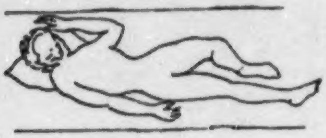
ALLIED HEALTH II
Activity 8
Lesson 8

Name ______________________________ Date ______________________

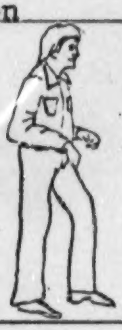
Match the picture and the meaning. Put the right number on the line beside the meaning.



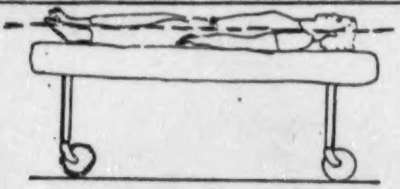
1. prone



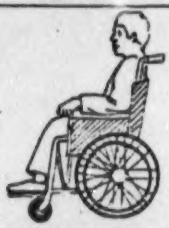
2. sim's position



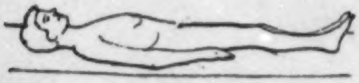
3. ambulatory



4. alignment



5. non-ambulatory



6. supine

_____ The body is in a straight line,

_____ To lie flat on the stomach with the face down,

_____ A patient who cannot walk and needs to be on a gurney, in a wheelchair, or in a bed,

_____ To lie on the back with the face up,

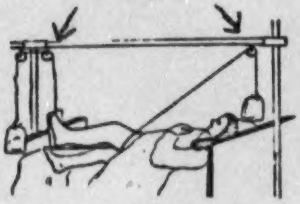
_____ The normal sleeping position where the patient is on the left side with the right arm and leg bent.

_____ A patient who is able to walk.

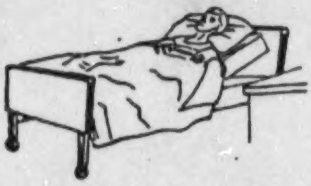
ALLIED HEALTH II
Activity 9
Lesson 9

Name ______________________________ Date ______________________

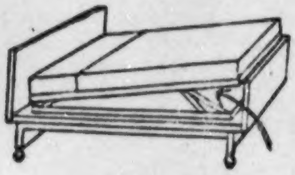
Match the picture and the meaning. Put the right number on the line beside the meaning.



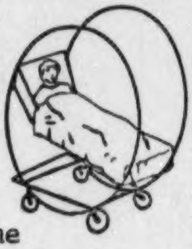
1. traction



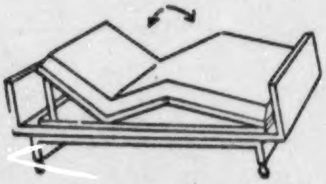
2. bedrest



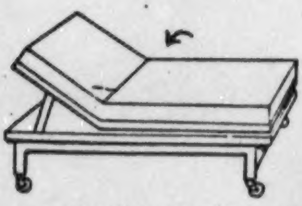
3. trendelenberg



4. stryker frame



5. fowler's position



6. semi-fowler's position

_____ A patient is in this position when the head is raised higher than the feet.

_____ A frame that can be turned to any position.

_____ A patient is in this position when he is half-sitting with his knees bent.

_____ Equipment used to lift an arm or leg and keep it straight.

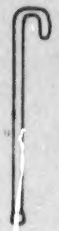
_____ What a person needs when he is sick and must stay in bed.

_____ This position raises the body higher than the head.

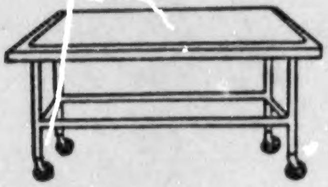
ALLIED HEALTH II
Activity 10
Lesson 10

Name ______________________________ Date ________________________

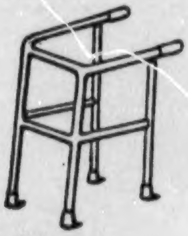
Match the picture and the meaning. Put the right number on the line beside the meaning.



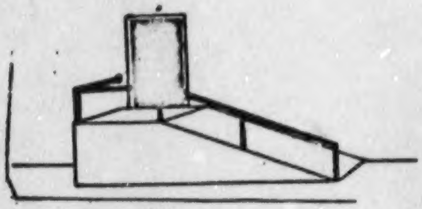
1. cane



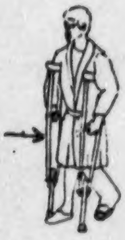
2. gurney



3. walker



4. ramp



5. crutch

_____ A table on wheels used to move patients from one place to another.

_____ A metal frame that a person uses for help in walking.

_____ A slanting floor or walkway leading from one level to another.

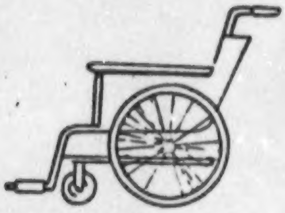
_____ This is used to help the patients keep their weight off an injured foot or leg.

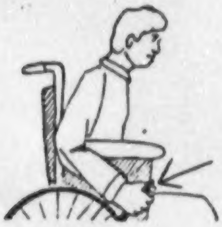
_____ A patient uses this to keep his balance when he has general body weakness.

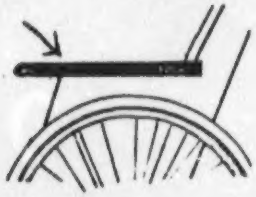
ALLIED HEALTH II
Activity 11
Lesson 11

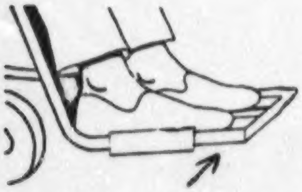
Name ______________________________ Date ____________________

Match the picture and the meaning. Put the right number on the line beside the meaning.


1. wheelchair


2. brake


3. armrest


4. footplate

_____ This part of the wheelchair holds up the arms and the upper half of the body.

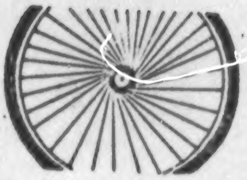
_____ A flat slat at the bottom of the wheelchair that holds the feet.

_____ A chair that is used to move patients from one place to another.

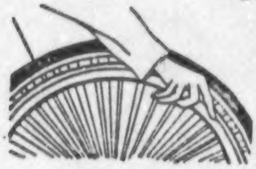
_____ A part of the wheelchair that stops it from moving.

Activity 11 (page 2)

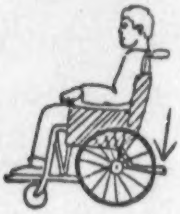
Name. ______________________________ Date ______________________



5. spokes



6. handrim



7. tipping lever

______ Metal rim fastened to the wheel. The patient uses this to move and steer the wheelchair.

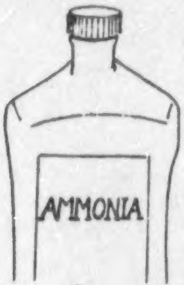
______ Wires that connect the edge of the wheel to the center of the wheel.

______ A bar on the wheelchair to help move it over the bumps.

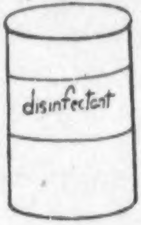
ALLIED HEALTH III
Activity 12
Lesson 12

Name ______________________________ Date ______________________

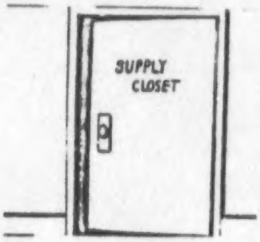
Match the picture and the meaning. Put the right number on the line beside the meaning.



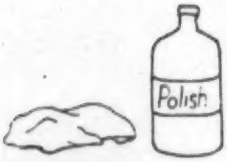
1. ammonia


disinfectant

2. disinfectant


SUPPLY CLOSET

3. supply closet



4. polish

_____ A small room where equipment is stored.

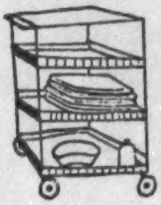
_____ A cream used for cleaning wood or metal surfaces.

_____ A strong smelling liquid that is used to remove wax.

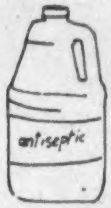
_____ A strong solution which kills germs.

Activity 12 (page 2)

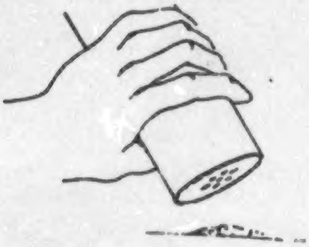
Name ______________________ Date ______________



5. supply cart



6. antiseptic



7. scouring powder

_____ A rough powder rubbed on a surface to remove dirt.

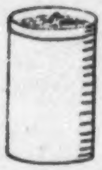
_____ A wagon used to move equipment and other things around the building.

_____ A weak cleaning solution.

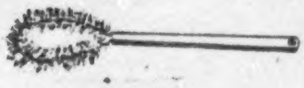
ALLIED HEALTH III
Activity 13
Lesson 13

Name ______________________ Date ______________

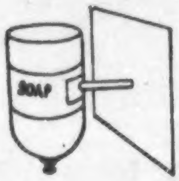
Match the picture and the meaning. Put the right number on the line beside the meaning.



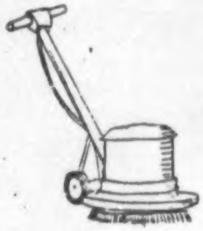
1. smoke urn



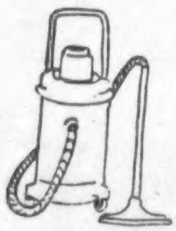
2. toilet bowl brush



3. soap dispenser



4. scrubber



5. wet vacuum

_____ A holder for liquid or powdered soap. A lever is pushed so that the soap can come out.

_____ A vacuum cleaner with a large round drum used to pick up large amounts of spilled liquids.

_____ A machine with a brush that spins to clean the floor.

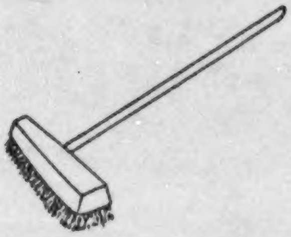
_____ A floor ashtray. It often has sand in it to put out cigarettes.

_____ A brush used to clean toilets.

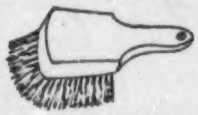
ALLIED HEALTH III
Activity 14
Lesson 14

Name ______________________________ Date __________________

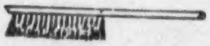
Match the picture and the meaning. Put the right number on the line beside the meaning.



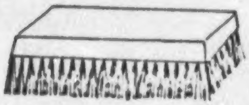
1. deck brush



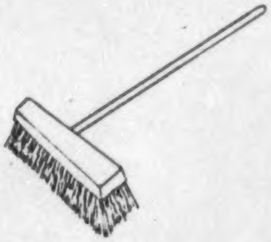
2. pot brush



3. radiator brush



4. scrub brush



5. push broom

_____ A wide broom with a long handle used to push dirt and dust across floors.

_____ A hand brush with a wooden holder used to scrub surfaces by hand.

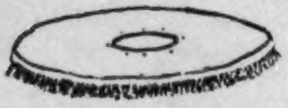
_____ A long-handled scrub brush used for wet scrubbing by hand.

_____ A short handled brush used for scrubbing small areas on a carpet.

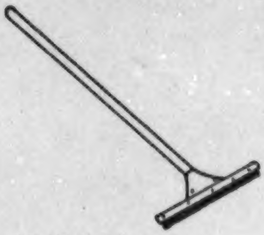
_____ A brush used to clean radiators.

Activity 14 (page 2)

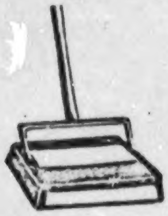
Name ______________________ Date ______________________



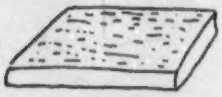
6. floor pad



7. squeegee



8. carpet sweeper



9. nylon hand pad

_____ A strong nylon pad used for scrubbing hard-to-reach corners and edges by hand.

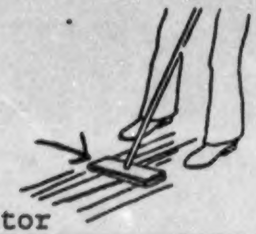
_____ A hand operated machine which picks up dirt. It has a square bottom and a long handle.

_____ A pad on a machine that is used for working on floors. They may be different colors.

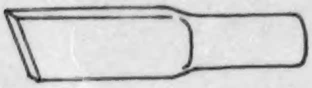
_____ This device is used to clean windows and to clean floors.

Activity 14 (page 3)

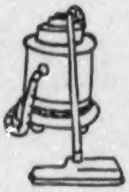
Name ______________________________ Date ______________________



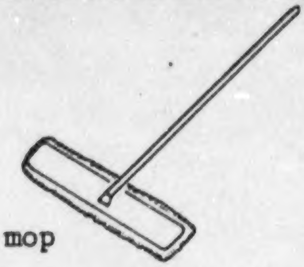
10. applicator



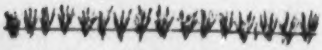
11. crevice tool



12. pile lifter



13. dust mop



14. pile

_____ The strands that stand up making a carpet thick and soft.

_____ A special vacuum to lift pile on a carpet and get deep down dirt.

_____ A mop used to put wax onto a floor.

_____ A tool used on a vacuum to get to hard-to-reach places.

_____ A flat mop used to clean dust from floors. You do not use soap or water with this mop.